

PERSON SPECIFICATION

OPERATIONS MANAGER Sp. pt. 18-23		
	Essential	Desirable
1. Educational qualifications	<p>Good general education: At least NVQ level 3 (A level or equivalent).</p> <p>A willingness to undergo specific health and safety training qualification(s) to underpin personal health and safety knowledge base.</p>	<p>A recognised and relevant level 4 (or above) qualification.</p>
2. Work Experience	<p>Experience of dealing with health and safety matters and a good understanding of health and safety legislation.</p> <p>Experience of documented risk management and risk assessment.</p> <p>Experience of working with or within the community and voluntary sectors.</p> <p>Experience of managing staff.</p> <p>Experience of managing and delivering operational services, grounds and property maintenance.</p>	<p>Previous local government experience.</p> <p>First Aid Training.</p> <p>Experience of dealing with the public.</p> <p>Experience of dealing with Enforcement issues and CCTV.</p>
3. Skills and aptitude	<p>A track record of managing staff and prioritisation of work within the operational services environment.</p> <p>A good knowledge of grounds and property maintenance.</p> <p>A high standard of IT literacy, including good knowledge of Word, Excel and Powerpoint.</p> <p>Good team player and a commitment to CPD.</p>	<p>Experience of contract management and procurement.</p> <p>Understanding of the legal framework in which the Town Council operates.</p>
4. Motivation	<p>Able to establish and maintain good relationships with Councillors, staff, other stakeholders and the public.</p> <p>Self-reliant, resilient and self-motivated.</p> <p>Excellent communication skills, flexible and pro-active.</p>	<p>A commitment to continuing professional development, both personally and within the team.</p>

	Committed to customer care, high service standards and safe working practices.	
5. Other	<p>Willingness to work evenings and occasional weekends.</p> <p>Driving licence and access to or use of a vehicle.</p>	Knowledge of the local area and local issues.