



Lyme Regis Town Council
Person Specification

Job Title	Operations manager	Grade	SCP 30-33 £38,223 to £41,418 (pay award pending)
Section	External works	Hrs	37 hours' per week
Reporting To	Town clerk	Working Pattern	Monday to Friday, with some evening, weekend and bank holiday working as required

Assessment Criteria	Essential	Desirable
Educational qualifications	GCSEs or equivalent to include English and mathematics, minimum grade C	Level 4 NVQ or equivalent in building services or similar A degree or relevant professional qualification A health and safety qualification An environmental qualification
Work-related experience and associated vocational training	Experience of grounds' and building maintenance An understanding of contract documentation Experience of letting contracts and supervising contractors Experience of managing staff	Experience of horticultural/landscaping work
Knowledge	Building and construction IT literate Understanding of budgets	Lyme Regis and locality Personnel procedures and employment law Health and safety requirements Environmental issues and carbon reduction initiatives

<p>Personal skills and qualities</p>	<p>Good written and communication skills</p> <p>Numerical, analytical and problem solving skills</p> <p>Ability to lead and motivate staff</p> <p>Team-worker</p> <p>Ability to work under pressure</p> <p>Ability to organise and prioritise own work, that of others, and ensure deadlines are met</p> <p>Good negotiating and influencing skills</p> <p>Good project management skills</p> <p>Instils trust, respects confidentiality, and inspires confidence</p> <p>Ability to develop strong relationships and promote the council's interests with external organisations</p> <p>Balances assertiveness with flexibility</p> <p>Possesses a 'can-do' attitude</p> <p>Committed to diversity and equality of opportunity</p>	
<p>Special working conditions</p>	<p>Ability and willingness to work outdoors in inclement weather conditions</p> <p>Willing to work weekends, bank holidays and evenings</p> <p>Current full driving licence</p>	