



Lyme Regis Town Council
Person Specification

| | | | |
|---------------------|--------------------|------------------------|---|
| Job Title | Operations manager | Grade | SCP 30-33 (£39,513 - £42,708) |
| 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 |
| Personal skills and qualities | Good written and communication skills | |

| | | |
|-----------------------------------|---|--|
| | <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> | |