



Melton Mowbray Town Estate



Person Specification: Operations and Developments Officer

| | Essential | Desirable | Evidence |
|--|---|---|----------|
| Qualifications | Relevant qualifications | Honours degree in related area | |
| Experience | <ul style="list-style-type: none"> Evidence of successful teamwork. Ability to demonstrate good written and verbal communication skills, including the use of social media. | <ul style="list-style-type: none"> Experience of leading a multidisciplinary team. Experience of management of tasks and workforce deployment. Experience of leadership. Experience of the use of social media and websites Experience working with one or more of markets, parks, estate management. | |
| Professional knowledge, understanding & skills | <ul style="list-style-type: none"> Understanding of budgeting. Commitment to staff development. Ability to develop current and new services, including preparation of business cases. Skilled in the use of social media. | <ul style="list-style-type: none"> Skilled in budget preparation & management. Has held responsibility for managing and implementing a budget. Skilled in the use of social media, websites for the promotion of a business or organisation. Understanding & commitment to Health and Safety. Commitment to Equal opportunities. Has been personally involved in an appraisal process. Can demonstrate success through innovation. Understands charities as a form of organisation. | |
| Specific knowledge, understanding and skills | <ul style="list-style-type: none"> Confident user of modern information technology | <ul style="list-style-type: none"> Understands the work and organisation of the Town Estate. Good understanding of working with either a market, sports facilities or of estate management. Has feasible ideas for the development of the Town Estate services and income. | |

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| | | <ul style="list-style-type: none"> • Has held a paid or unpaid post of responsibility within a market, sports club or facility, or in estate management. • Has developed facilities or activities in parks. | |
| Values | <ul style="list-style-type: none"> • Honesty. • Flexibility • Good work ethic. | <ul style="list-style-type: none"> • | |
| Personal qualities | <ul style="list-style-type: none"> • Able to form positive relationships. • Perseverance. • Team player. • Dependable. • Able to accept responsibility. | <ul style="list-style-type: none"> • Innovative. • Able to lead people; a motivator. • Has high expectations of self and others. • Sense of humour | |

End of Person Specification