

COMMUNITIES		
Person Specification		
Community Facilities and Corporate CCTV Manager		
Post number: tbc	Post grade: LS10	
ATTRIBUTES	ESSENTIAL	DESIRABLE
EXPERIENCE	<p>Experience of managing individuals and teams</p> <p>Experience of managing operational budgets</p> <p>Generating and reconciling income generated from services</p> <p>Managing/supervising facilities such as offices, function rooms, halls and sports pitches</p>	<p>Experience of managing CCTV assets</p> <p>Proven record of developing new business and increasing income</p> <p>Effective Partnership working (internally and externally)</p> <p>Project management</p> <p>CCTV management or governance experience</p>
QUALIFICATIONS	<p>Qualification in management of Leisure, Business administration OR related field OR equivalent experience in facilities</p>	<p>First-Aid, AED (defibrillator)</p> <p>Degree or equivalent</p> <p>Recognised health & safety qualification e.g. 'Managing Safely'</p>
SPECIALIST KNOWLEDGE/ SKILLS	<p>Knowledge of current health and safety legislation and its application in relation to facility management and children's play</p> <p>Numerate, with the ability to analyse information and write concise, accurate reports and proposals</p> <p>Excellent interpersonal and customer care skills with the ability to deliver training and</p>	<p>Understanding of the practical application of marketing and promotion</p> <p>Knowledge of best practice in the provision of children's play provision and procurement</p> <p>Knowledge of building and/or grounds maintenance</p>

OFFICIAL

	create a customer focussed team culture	
IT SKILLS	Excellent standard of IT and digital skills including e-mail, diary management, financial management, word processing, spreadsheets and internet	Knowledge of facilities management, computerised bookings systems and financial management systems
PERSONAL CHARACTERISTICS	<p>Energetic, enthusiastic and self-motivated with the ability to motivate others</p> <p>Ability to communicate appropriately with a wide range of people including senior managers, Councillors and members of the public</p> <p>Excellent organisational skills and an ability to think clearly, prioritise and meet deadlines when working under pressure</p> <p>Creative, with a practical and pro-active approach to problem solving</p> <p>Commitment to equal opportunities and anti-discriminatory practice</p>	Committed approach to on-going service improvement
PHYSICAL REQUIREMENTS		Ability to lift heavy loads and undertake manual duties
SPECIAL WORKING CONDITIONS	<p>Flexible approach to work including anti-social hours in evenings and weekends</p> <p>Must hold a current driving licence and have access to a car for work purposes</p>	

PREPARED BY: Derek Hayden

DESIGNATION: Communities Manager

DATE: January 2025