

Operations Director – Person Specification

	<i>Essential</i>	<i>A/I</i>	<i>Desirable</i>	<i>A/I</i>
Education and Qualifications	<ul style="list-style-type: none"> Recognised health, safety and environmental management qualification. 	A/I	<ul style="list-style-type: none"> Graduate in related discipline Relevant postgraduate qualification Evidence of professional qualifications relating to building compliance, engineering, facilities management 	A A A
Professional Experience and Knowledge	<ul style="list-style-type: none"> Experience in the safe management of educational buildings/ facilities Experience in setting up systems and procedures Experience of working as part of a successful team Experience of working under pressure and in a customer service related environment Experience of liaising with external hirers, community groups, facilities marketing Experience of devising and managing an operations budget and evidence of achieving value for money Demonstrable evidence of instigating and maintain regulatory compliance in respect of operations / estate management Demonstrable evidence of successful marketing for profitable lettings Demonstrable evidence of developing and growing additional income streams 	A/I A/I A/I A/I A/I A/I A/I A/I A/I	<ul style="list-style-type: none"> MS office experience including MS Excel and other software packages 	A
Skills, Knowledge and Aptitude	<ul style="list-style-type: none"> Flexible approach to work as well as good organisational and communication skills Ability to work collaboratively and effectively within a team environment Ability to communicate clearly with all stakeholders Ability to work independently and to show initiative Ability to work under pressure, prioritise and meet deadlines 	A/I A/I A/I A/I A/I A/I	<ul style="list-style-type: none"> Ability to manage in-house maintenance/ compliance requirements wherever possible, thereby avoiding unnecessary expenditure Demonstrable evidence of achieving value for money 	A/I A/I

	<ul style="list-style-type: none"> • A friendly, approachable and non-confrontational manner combined with the ability to be firm • Ability to promote a positive ethos and to role model positive attributes • Ability to build and maintain successful relationships with stakeholders and treat them consistently with respect and consideration 	<p>A/I</p> <p>A/I</p>		
Personal Qualities	<ul style="list-style-type: none"> • Professional approach • Able to liaise sensitively with colleagues, students, parents and carers and external hirers • Enthusiasm, determination and an insistence on the highest standards • A commitment to diversity and equality 	<p>A/I</p> <p>A/I</p> <p>A/I</p> <p>A/I</p>	<ul style="list-style-type: none"> • Ability to coach and develop others to build a more successful team 	A

***A = Application/ References; I = Interview/ In-Tray Tasks**