

# TOWCESTER TOWN COUNCIL

ELIZABETH COX

Town Clerk



TOWN HALL  
86 Watling Street,  
Towcester,  
Northants NN12 6BS

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## **FACILITIES & OPERATIONS OFFICER** **PERSON SPECIFICATION**

### **ORGANISATION**

The ability to:-

Demonstrate good organisational skills, the ability to prioritise workloads and set personal deadlines;  
Summarise and record data accurately and concisely;  
Plan and work efficiently under pressure;  
Exercise judgment confidently;  
Be practical and hands-on with the ability to manage issues in-house, where appropriate;

### **TEAM MEMBER**

The ability to:-

Establish and maintain a good working relationship with colleagues;  
Work effectively in a team environment;

### **FLEXIBILITY**

The ability to:-

Respond to changing demands/circumstances at short notice, including out of normal working hours;  
To meet new challenges imaginatively;  
The possession of a valid driving licence and the ability to use the applicant's own vehicle in connection with their employment, for which re-imburement will be made;

### **INVESTIGATION**

The ability to:-

Assimilate information clearly and quickly;  
Act with initiative and imagination when circumstances demand;  
Ability to undertake risk assessments and necessary functions under Health and safety legislation;

### **COMMUNICATION**

The ability to:-

Prepare reports and information clearly and concisely;  
Demonstrate a level of literacy for writing letters, reports and property particulars;  
To present reports and information to others in a concise and understandable manner;  
Demonstrate an understanding of lease agreements and associated legal documents;  
Understand, interpret and communicate with a wide range of people;

### **REPRESENTATION**

The ability to:-

Exercise tact, diplomacy and discretion;  
Deal confidently and sympathetically with members of the Council, members of the public, contractors and other staff members;

### **INFORMATION TECHNOLOGY**

The ability to:-

Demonstrate a working knowledge of current IT and computer systems such as Microsoft Word and Excel;  
To maintain computer-based information on spreadsheets to produce reports;  
To use the IT and telephone systems in use by the Council;