



**Civic Operations Manager**

**Part A**

The following criteria (experience, skills and qualifications) will be used to short-list at the application stage:

**Essential**

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- Experience of working in a successful customer focussed service
- Able to demonstrate experience of delivering quality events in line with customer needs
- Developed professional knowledge and understanding of relevant statutory and hygiene requirements relating to event delivery
- Ability to work to tight deadlines, with attention to detail
- Able to demonstrate a flexible working style
- Ability to promote the service through proactive commercially aware marketing strategies
- Experience of supervising an operational workforce and applying Council policies when directing staff.
- Ability to interpret legislative requirements and fulfil statutory requirements of a service
- Able to demonstrate a good working knowledge of Health and Safety requirements

**Desirable**

- Experience in handling and banking cash in accordance with financial procedures
- Experience with accounts and invoices

**Part B**

The following criteria will be further explored at the interview stage:

- Demonstrate the Councils commitment to equalities and diversity