

Yeovil Town Council



JOB SPECIFICATION

Director of Infrastructure (Property & Assets)

	ESSENTIAL	DESIRABLE
QUALIFICATIONS	<ul style="list-style-type: none"> • Educational/Vocational qualification at degree level in a relevant subject. • Hold NEBOSH qualification or willing to become qualified. 	<ul style="list-style-type: none"> • Evidence of continuous professional development. • Vocational/professional qualification in property management. • A relevant project management qualification.
EXPERIENCE & KNOWLEDGE	<ul style="list-style-type: none"> • Proven experience in property management and facilities management. • Excellent working knowledge of building maintenance and regulations. • Working knowledge and experience of compliance with legislation, regulation, best practice relating Health, Safety and Welfare and compliance. • Experience of staff management. • Experience of budget management. • Knowledge of procurement and contract management. • Risk Management. • Proven record of strategic planning, developing and monitoring service and delivery plans, risk management and performance. • Demonstrable experience in business planning including business continuity. 	<ul style="list-style-type: none"> • Knowledge and experience of using property management software. • Knowledge of strategic planning for climate change in the built environment. • Experience in developing and managing retrofit projects. • Proven record in securing funds for improvements to facilities. • Experience of working in local government • Understanding of a local council's legal framework and operating environment. • Experience of leading a community-based team. • Knowledge of GDPR.

	<ul style="list-style-type: none"> • Proven experience and evidence of leading change programmes. • Proficient user of Microsoft Office Suite. 	
PERSONAL ATTRIBUTES	<ul style="list-style-type: none"> • Works within recognised policies, procedures, working practices, processes and systems. • Ability to communicate effectively including: <ul style="list-style-type: none"> • Written correspondence and briefing notes; • Oral communication skills; • Good relationships with clients / customers. • Ability to maintain good relationships with a range of stakeholders. • Excellent interpersonal skills and the ability to work closely with and support staff to achieve compliance with all legal requirements. • Ability to maintain statutory records and registers • Ability to work on own initiative and to prioritise workloads, working effectively to deadlines. • High level of personal integrity. • Proactive and assertive, adaptable and able to respond to changing demands/circumstances • Ability to problem solve. • Excellent time management skills. 	<ul style="list-style-type: none"> • Ability to operate within a political environment but act impartially. • Ability to positively develop partnership working.
OTHER REQUIREMENTS	<ul style="list-style-type: none"> • A genuine interest in achieving professional excellence in all aspects of work. • Committed to equal opportunities. • Full driver's licence. 	