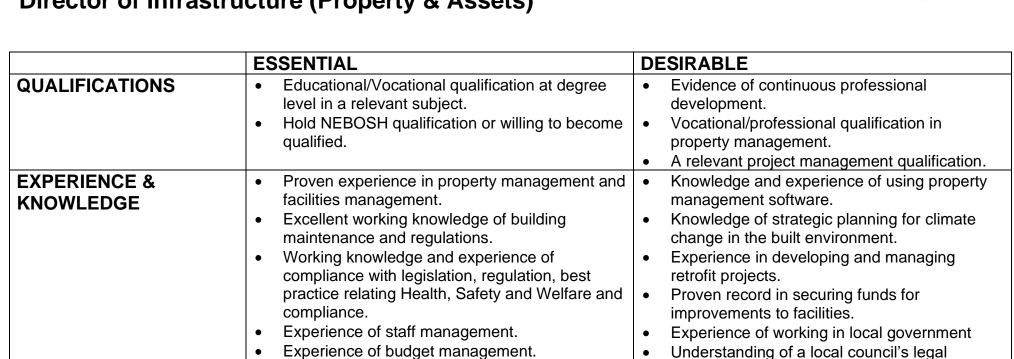
Yeovil Town Council

JOB SPECIFICATION

Director of Infrastructure (Property & Assets)



Knowledge of procurement and contract

management and performance.

including business continuity.

Proven record of strategic planning, developing

and monitoring service and delivery plans, risk

Demonstrable experience in business planning

management.

Risk Management.



framework and operating environment.

team.

Knowledge of GDPR.

Experience of leading a community-based

PERSONAL ATTRIBUTES	 Proven experience and evidence of leading change programmes. Proficient user of Microsoft Office Suite. Works within recognised policies, procedures, working practices, processes and systems. Ability to communicate effectively including: 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. 	Ability to operate within a political environment but act impartially. Ability to positively develop partnership working.
OTHER REQUIREMENTS	 A genuine interest in achieving professional excellence in all aspects of work. Committed to equal opportunities. Full driver's licence. 	