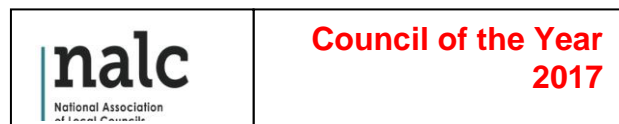


Person Specification: Development and Operations Manager – Bars & Functions

***** This post is exempt from the provisions of the Rehabilitation of Offenders Act – applicants must disclose all criminal convictions including those which are ‘spent’, in addition to any cautions and bindover orders received in the last 12 months ****

Criteria	Essential requirements	* M.O.A
Skills, knowledge, experience etc		
	Extensive knowledge of the Licensed Trade and of Licensing Laws.	I & A
	Experience in managing/supervising staff within the Licenced and Hospitality trades especially Casual staff	I & A
	Experience in the marketing and delivery of bar functions designed to increase custom/profit i.e. promotional events	I & A
	Experience in the marketing and delivery of community events.	I & A
	To work alongside the Town Manager and Town Councillors to develop, monitor and review the strategic plan for The Hollies Centre and Arncliffe Centre including a marketing plan.	I & A
	Working knowledge of the Town Council’s Financial Regulations, policies and procedures.	I & A
	Previous cash handling and cash reconciliation experience	I & A
	Experience of positive engagement with residents, community groups, Town Council stakeholders and partners.	I & A
	Highly presentable with a pro-active approach to maintain excellent customer service	I & A
	Excellent communication skills, both orally and written.	I & A
	Experience in the accurate completion of tasks within agreed timescales.	I & A
	Experience of managing consumable/perishable stock within appropriate food hygiene legislation and best practice	I & A
	Knowledge of building and security management systems.	I & A
	Experience of managing stock rotation systems and other actions to minimise waste.	I & A



Qualifications		
	A recognisable supervisory/management qualification in a related field and/or a minimum of three years' experience in directly managing/supervising staff.	C
	Appropriate Customer Service qualification.	C
	Appropriate Food Hygiene qualification.	C
	Appropriate Level Health & Safety qualification.	C

Health and safety		
	The ability to use equipment as instructed and trained.	I & A
	The ability to deal with health and safety issues which could place individuals in danger.	I & A
	Awareness of H&S regulations appropriate to the role.	I & A
Personal attributes and circumstances		
	Assertive, confident and an ability to lead/motivate staff at busy times	I
	Resourceful, proactive and decisive, open, honest and trustworthy.	I
	Demonstrate a flexible, motivated and pro-active approach to service delivery.	I
	Ability to work flexible hours including evenings and weekends as required by the role.	I

***Method of assessment (*M.O.A)**

A = Application form: **I** = Interview : **C**= Certificate

We have a positive attitude to the employment of disabled people and guarantee an interview to those who meet **all** the necessary criteria of the person specification.

Authorised by the Town Council at its meeting on 5th December 2019

Gerry Allen
Town Manager

