**PERSON SPECIFICATION PRO FORMA**

Post: Operations Manager Post No: 003845

Department: Specialist Transport Unit Division: Operational In-House Services

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| Personal Attributes Required  (considerations) | Essential (E)  Or  Desirable (D) | Method of Assessment  (suggested) |
| **QUALIFICATIONS/TRAINING**  Relevant Management Qualification or equivalent experience.  Good standard of literacy and numeracy  I.O.S.H  Member of appropriate professional organisation. | E  E  D  D | AF/Certificate of  Attainment  AF/Certificate of  Attainment  AF/Certificate of  Attainment  AF/Certificate of  Attainment |
| **EXPERIENCE**  Experience of managing large numbers of site-based staff.  Experience of Transport Operations either passenger or logistical.  Working knowledge and wide experience of conducting risk assessments and taking appropriate remedial action.  Experience of working to strict deadlines whilst working under pressure.  Experience of relevant payroll functions.  Experience of computer-based programmes including, but not restricted to, Agresso, Excel databases.  Experience in dealing with members of the public, outside agencies/bodies, including face to face conflict.  Knowledge and relevant experience in all associate Council policies, procedures and responsibilities.    Experience of Managing budgets. | E  E  E  E  E  E  E  E  D | AF/Interview    AF/Interview  AF/Interview  AF/Interview  AF/Interview  AF/Interview  AF/Interview  AF/Interview  AF/Interview |

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| **SKILLS/KNOWLEDGE**  Work  A sound knowledge and understanding of all legal requirements for home to school travel, in particular section 508B and Schedule 35B of the Education Act 1996.  Excellent time Management skills  Proven record and ability to progress and improve service development and future projects to enhance service delivery.  Competent in the completion of all relevant documentation and records.  Ability to deal with confrontational issues both verbal and face to face.  A geographical knowledge of Sefton Borough.  Understanding the impact of service delivery for service users.  Willingness to work outside normal working hours. | E  E  E  E  E  E  E  E | AF/Interview  AF/Interview  AF/Interview  AF/Interview  AF/Interview  AF/Interview  AF/Interview  AF/Interview |
| **SPECIAL REQUIREMENTS**  Full UK Driving Licence including Category D no restrictions or penalties.  Satisfactory DBS Enhanced check | E  E | AF/Certificate of  Attainment  AF/Certificate of  Attainment |

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| Prepared by: Marie Gosling | AF | = Application Form |
|  | I | = Interview |
| Date: July 2024 | T | = Test |
|  | P | = Presentation |