



## Lyme Regis Town Council

### Person Specification

<b>Job Title</b>	Property and Projects Assistant	<b>Grade</b>	SCP 17-22 (£28,770-£31,364)
<b>Section</b>	Office Staff	<b>Hrs</b>	37 hours' per week
<b>Reporting To</b>	Deputy Town Clerk	<b>Working Pattern</b>	<ul style="list-style-type: none"> <li>18-month fixed-term contract</li> <li>Monday to Friday, 9am-5pm with occasional evening and weekend work</li> </ul>

Assessment Criteria	Essential	Desirable
Educational Qualifications	GCSEs in English and Maths, minimum grade C.	A degree or relevant professional/vocational qualification.
Work related experience and associated vocational training	<p>Minimum of three years' relevant experience, e.g. administration, finance, legal, property, asset management or building works.</p> <p>Experience of working on own initiative and as part of a team.</p>	<p>Some local government experience.</p> <p>Working in a property, projects, legal or asset environment.</p> <p>Experience of working with external organisations or with commercial organisations or businesses.</p>
Knowledge	<p>IT Literate</p> <p>Knowledge of business, property records and administrative procedures.</p>	Understanding of budgetary control, property law or asset management processes and accounting procedures.
Personal skills and qualities	<p>Good writing and communication skills.</p> <p>Strong numerical, analytical and problem-solving skills.</p> <p>Accurate and precise record</p>	

	<p>keeping.</p> <p>Ability to work under pressure.</p> <p>Ability to organise work and ensure deadlines are met.</p> <p>Good negotiating and influencing skills.</p> <p>Good project and time management skills.</p> <p>Instils trust, respects confidentiality, and inspires confidence.</p> <p>Ability to develop strong relationships and promote the Council's interests with external organisations and partners.</p> <p>Possesses a 'can-do' attitude.</p>	
Special working conditions	Some evening, weekend and bank holiday work.	