



Lyme Regis Town Council

Person Specification

Job Title	Property and Projects Assistant	Grade	SCP 17-22 (£31,022-£33,699)
Section	Office Staff	Hrs	37 hours' per week
Reporting To	Deputy Town Clerk	Working Pattern	Monday to Friday, 9am-5pm with occasional evening and weekend work

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	Minimum of three years' relevant experience, e.g. administration, finance, legal, property, asset management or building works. Experience of working on own initiative and as part of a team.	Some local government experience. Working in a property, projects, legal or asset environment. Experience of working with external organisations or with commercial organisations or businesses.
Knowledge	IT Literate Knowledge of business, property records and administrative procedures.	Understanding of budgetary control, property law or asset management processes and accounting procedures.
Personal skills and qualities	Good writing and communication skills. Strong numerical, analytical and problem-solving skills. Accurate and precise record keeping. Ability to work under pressure.	

	<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.	