

EMPLOYEE SPECIFICATION

Operations Officer – Maternity cover

Knowledge/Skills/Abilities

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| A comprehensive understanding of the principles and practice of excellent customer care | E |
| The ability to work effectively as part of a team | E |
| Knowledge of health & safety issues and production of risk assessments | E |
| Knowledge of and commitment to equal opportunities and access issues | E |
| Effective written and verbal communication skills | E |
| Excellent organisational and project management skills | E |
| Able to work effectively under pressure | E |
| Able to manage multiple tasks and to prioritise effectively | E |
| Able to manage and motivate staff to ensure projects are delivered effectively | E |
| Excellent interpersonal skills | HD |
| Able to use Microsoft Word and Excel | E |
| A commitment to making the work of the gallery accessible to new audiences | A |
| Experience of preparing and monitoring budgets effectively | HD |
| Be able to demonstrate strong advocacy skills | A |
| An interest in contemporary art | A |

Experiences

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| Experience of managing and motivating teams | E |
| Experience of dealing with conflicting priorities | E |
| Experience of working effectively under pressure | E |
| Experience of managing volunteers | HD |
| Experience of the recruitment of paid or voluntary staff | A |
| Some experience of building management | A |

Special Requirements

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| The postholder will typically work Tuesday to Saturday. | E |
| Able to undertake occasional evening work for which time in lieu will be given | E |
| Positive attitude to own professional development | E |

E – Essential

HD – Highly desirable

A – Advantageous