



# The World Famous

## OPERATIONS & SYSTEMS MANAGER

### Person Specification

	<b>Essential</b>	<b>Desirable</b>
<b>General</b>	<p>Good organisational skills.</p> <p>High level of literacy and numeracy.</p> <p>Ability &amp; enthusiasm to work 'hands on' as well as at a desk.</p> <p>Ability to work with initiative, independently and as part of a team</p> <p>Friendly with a good sense of humour.</p> <p>Self motivated, energetic &amp; resourceful</p> <p>Assertive, confident</p> <p>Flexible and able to work under pressure to deadlines.</p> <p>Quick to learn and develop new skills.</p> <p>Ability to research and collate information.</p> <p>Practical, Problem-solving approach.</p>	<p>Educated to degree level.</p>
<b>Background</b>	<p>Experience of working in the arts and/or fireworks and/or outdoor events.</p>	<p>Interest in and Knowledge of fireworks.</p> <p>Experience of Outdoor Events</p>

<b>Communication</b>	Able to communicate effectively with a wide range of people (email, face to face, in writing and by telephone)	Experience of training and dissemination of information.
<b>Systems</b>	Highly systematic and organised with thorough attention to detail. Experience of implementing systems & procedures	Experience of implementation of BS management systems
<b>Finance</b>	Budget monitoring experience	
<b>IT</b>	Proficient with Word, Excel, and Outlook / Mail	Understanding of / Expertise with: Local Networks Excel Macros Programming Access database AutoCAD or Vectorworks
<b>Health &amp; Safety</b>	Understanding of Risk Assessment	Knowledge of current health & safety regulations Experience of risk assessment and implementation of H&S regulations
<b>Sustainability</b>	Interest in sustainability & environmental issues	Knowledge of sustainability & environmental issues