

FACILITIES MANAGER – PERSON SPECIFICATION

Person Specification

1. QUALIFICATIONS/EXPERIENCE

	Essential	Desirable
Degree or equivalent professional qualification in Building Services / Building Surveyor		X
Qualifications or Relevant experience in Facilities Management Health & Safety e.g. IOSH / NEBOSH or equivalent	X	
Membership of relevant Professional Institution i.e. BIFM		X

2. COMMUNICATION

The candidate must demonstrate an ability to be able to:

	Essential	Desirable
Demonstrate a good command of the English Language	X	
Be able to prepare reports and information clearly and concisely	X	
High level of literacy for writing non-standard letters, reports and property particulars along with the ability to present reports and information to others in a concise and understandable manner and understand complex leases and deeds	X	
Ability to be able to understand, interpret and communicate technical issues and liaise with a wide range of stakeholders	X	

3. ORGANISATION

The candidate must demonstrate an ability to be able to:

	Essential	Desirable
Achieve strict deadlines	X	
Good organisational skills and ability to prioritise workloads and set personal deadlines, together with the ability to show initiative and independence	X	
Summarise and record debate accurately and concisely	X	
Plan and work efficiently under pressure, along with the ability to manage simultaneous projects and to co-ordinate a safe and efficient working environment	X	

	Essential	Desirable
Exercise judgement confidently	X	
Practical and hands-on with ability to manage maintenance issues in-house where appropriate	X	
Negotiating skills for establishing contacts of work	X	

4. INVESTIGATION

The candidate must demonstrate an ability to be able to:

	Essential	Desirable
Undertake research effectively	X	
Assimilate information clearly and quickly	X	
Act with initiative and imagination when circumstances demand	X	
The ability to undertake risk assessments and perform all the other necessary functions and the Council's behalf under Health & Safety legislation	X	
Initiate debates on policy matters if required to do so		X

5. REPRESENTATION

The candidate must demonstrate an ability to be able to:

	Essential	Desirable
Represent the Council in many and various ways, including legal, liaison and socially	X	
Exercise tact, diplomacy and discretion	X	
Deal confidently and sympathetically with Councillors, members of the public, other staff, local regional and national representatives of government agencies	X	
Keen awareness of environmental pressures and agendas, energy conservation, carbon friendly initiatives and other green practices	X	

6. FLEXIBILITY

The candidate must demonstrate an ability to be able to:

	Essential	Desirable
Be adaptable and able to respond to changing demands/circumstances	X	
Meet new challenges imaginatively	X	
Be willing to work some unsocial hours (evening meetings, weekends etc)	X	
The possession of a valid driving licence and the ability to use the applicant's own vehicle in connection with their employment, for which reimbursement will be made	X	

7. TEAM MEMBER

The candidate must demonstrate an ability to be able to:

	Essential	Desirable
Work effectively in a team environment whilst demonstrating leadership	X	
Establish and maintain a good working relationship with colleagues	X	
Encourage a team effort capable of contributing to the aims and objectives of the Council	X	
Ability to deal with people professionally, politely and sensitively at all levels both verbally and in writing	X	

8. NUMERACY

The candidate must demonstrate:

	Essential	Desirable
A working knowledge of Local Government financial matters		X
Experience in budget preparation and control and preparation / monitoring	X	
Experience in establishing and maintaining a satisfactory Internal Audit		X

	Essential	Desirable
The ability to guide the Council through a comprehensive assessment of its risks (including Health & Safety) and to monitor such risks.	X	
High level of numerical competency for carrying out valuations, reviewing lease rentals, schedules of works etc.	X	

9. INFORMATION TECHNOLOGY

The candidate must demonstrate:

	Essential	Desirable
A working knowledge of current IT and computer systems such as Microsoft Word, Access, Excel and ability to maintain computer based information on spreadsheets and database packages and produce own reports	X	
Ability to manage the IT and telephone systems in use by the council	X	

10. LOCAL GOVERNMENT LAW AND PROCEDURES

The candidate must:

	Essential	Desirable
Possess a working knowledge of local government law, procedures, functions and structures		X
Be experienced in the application of best value principles and actions		X
Have experience of Public Relations activities (both external and internal) and the ability to prepare and issue effectively press releases and briefings.		X