

# Person Specification

## Assistant Leader of Premises and Estates

	Essential	Desirable
<b>Qualifications, Knowledge and Skills</b>	<ul style="list-style-type: none"> <li>• Good level of education (GCSE Maths and English, NVQ or relevant experience).</li> <li>• Full U.K. driving license *</li> <li>• Good knowledge of skilled trades, high standards of work and typical costs.</li> <li>• Excellent knowledge of health and safety and compliance legislation in public buildings.</li> <li>• Excellent knowledge of buildings and grounds maintenance procedures.</li> <li>• Good knowledge of Health and Safety relating to premises, plant, and equipment.</li> <li>• ICT literate, including the ability to create and manipulate spreadsheets.</li> <li>• Excellent influencing skills and the ability to engage others in new ideas.</li> <li>• Ability to promote and develop positive relationships within and beyond the Trust.</li> </ul>	<ul style="list-style-type: none"> <li>• Appropriate qualification in skilled trades, leadership and management, health and safety or project management.</li> <li>• NEBOSH certificate or diploma</li> <li>• A recognised First Aid Qualification.</li> <li>• Appropriate Safeguarding training.</li> </ul>
<b>Personal Development and Additional Learning</b>	<ul style="list-style-type: none"> <li>• Shows commitment to professional and self-development.</li> <li>• Willingness to attend any training relevant to the role.</li> </ul>	<ul style="list-style-type: none"> <li>• Evidence of successfully supporting colleagues to improve.</li> <li>• Evidence of continuous professional development.</li> </ul>
<b>Experience and Personal Attributes</b>	<ul style="list-style-type: none"> <li>• Experience of managing staff and operational functions/activities.</li> <li>• Experience of dealing with a variety of people and understands the need for effective relationships.</li> <li>• Ability to communicate effectively and efficiently.</li> <li>• Experience of working alone using own initiative and working as part of a team.</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of managing buildings related service contracts.</li> <li>• Experience of managing PFI contracts.</li> <li>• Experience of negotiating contracts and services.</li> </ul>



<b>Initiative and Motivation</b>	<ul style="list-style-type: none"><li>• Self-motivated with excellent organisational skills and the ability to prioritise workload effectively under pressure.</li><li>• Ability to think creatively and imaginatively in order to anticipate and solve problems.</li><li>• Ability to hold others to account and effectively manage performance of individuals and teams.</li><li>• A high level of self-awareness – knowing own strengths and areas for development.</li><li>• Supports the Trust's vision, values and behavioural framework and is able to inspire, challenge and motivate others.</li></ul>	
<b>Commitment</b>	<ul style="list-style-type: none"><li>• Commitment to diversity and equality of opportunity in all working practices.</li></ul>	
<b>Attendance</b>	<ul style="list-style-type: none"><li>• A good attendance record in current employment, (not including absences due to disability).</li></ul>	

***\*The postholder is required to ensure they have the appropriate business insurance to meet the requirements of the post.***