

Facilities Manager Person Specification

ASSESSMENT CRITERIA	ESSENTIAL	DESIRABLE
Knowledge & Experience	Relevant experience in facilities/estate management (ideally 4+ years). Experience of handling a full and varied workload. Experience of project management & planning skills, reporting milestones, completion, review and post mortem. Experience in a customer demanding role. Hands-on maintenance issues and problem solving. Experience of contractor management and negotiation. Experience of budgeting/forecasting. Have (or working towards) NEBOSH Certificate/s in Fire Safety and Risk Management and Occupational Health and Safety. Experience of managing and leading a team. Confident IT skills including Word Processing, Excel, email and Internet.	Have (or working to) BIFM Level 4 (or higher) in Facilities Management. Experience in Environmental Management (ISO14001). High level of competence in hands on maintenance. Trade qualifications in any relevant sector e.g. Carpentry, Electrics, plumbing.
Complexity & Creativity	Ability to work with a variety of complex tasks/projects and prioritise accordingly. Ability to apply set procedures and make recommendations of improvement. Accurate and thorough approach.	Enjoys generating and responding to new ideas. Prepared to learn new skills.
Judgement & Decision Making	Comfortable working to agreed objectives and deadlines. Ability to make decisions within defined procedure/legislation and use initiative Ability to solve problems quickly and take decisive decision making. Strong prioritisation skills and ability to manage team workloads.	
People Skills	Ability to manage, lead and empower the team. Experience of operating with senior management team. Professional communication skills, both written and verbal. Flexible and motivated team leader. Self-Disciplined / Self-motivated.	
Circumstances	Must be flexible and able to work additional hours and out of hours and be willing to be an emergency contact.	