

Facilities Manager Person Specification

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