

**PERSON SPECIFICATION**

**Vacancy Ref: Assistant Facilities Manager**

**Ref: 0509-24**

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| **Criteria** | **Essential/ Desirable** | **\* Application Form/ Supporting Statements/ Interview**  |
| Ability to provide leadership and direction to a large workforce, influence and motivate teams successfully by engendering good team spirit. | Essential | Application form / supporting statement / Interview |
| Experience of planning for improving services through operational plans to ensure objectives are clearly communicated, achieved and reviewed | Essential  | Application form / supporting statement / Interview |
| Excellent communication skills with ability to influence and negotiate to achieve successful outcomes. | Essential | Application form / supporting statement / Interview |
| Proven ability to set, manage and continuously review customer service standards and drive forward any improvements in order to achieve efficiencies and demonstrate value for money. | Essential | Application form / supporting statement / Interview |
| Ability to manage own workload and ensure targets and deadlines are met  | Essential | Application form / supporting statement / Interview |
| Experience of managing health safety, wellbeing and HR policies. | Essential  | Application form / supporting statement / Interview |
| Experience of using a wide range of IT packages | Essential | Application form / supporting statement / Interview |
| Experience of managing budgets and prioritising works | Desirable | Application form / supporting statement / Interview |
| Experience of managing minor building projects through inspection, specification, tender, construction and successful handover | Desirable | Application form / supporting statement / Interview |

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* **Application Form** – assessed against the application form, curriculum vitae and letter of support. Applicants will not be asked to answer a specific supporting statement. Normally used to evaluate factual evidence eg award of a qualification. Will be “scored” as part of the shortlisting process.
* **Supporting Statements** - applicants are asked to provide a statement to demonstrate how they meet the criteria. The response will be “scored” as part of the shortlisting process.
* **Interview** – assessed during the interview process by either competency based interview questions, tests, presentation etc.