

PERSON SPECIFICATION

POST TITLE: Assistant Facilities Manager

DIVISION/UNIT: Facilities Services

JOB SPECIFIC COMPETENCIES

	Essential	Desirable	Evidence/Method of Assessment
Experience	1. Moderate experience in the management of a multi site facilities service. 2. Moderate experience in effective monitoring and controlling of financial budgets. 3. Relevant experience of in the management of multi disciplined service, including janitorial, cleaning and school crossing patrollers. 4. Extended experience of procedures to ensure the maintenance of a high quality service, including experience in the quality monitoring of a Facilities Service. 5. Working knowledge of safe working practices, i.e., COSHH and SWAs. 6. Proven track record of successful achievement of operational targets. 7. Relevant experience in completion of work related documentation, e.g., drafting correspondence in relation to sickness absence meetings. 8. Proven track record in delivering a customer focused approach.	1. Moderate experience in the allocation of local resources. 2. Knowledge of operational quality standards relevant to service specifications. 3. Experience of estimating and costing of additional business. 4. Understanding of the levels of quality standards required according to the relevant specification.	Application Form References Interview

Skills/Abilities	1. Ability to plan, prioritise, schedule and organise own workload. 2. Good communication skills. 3. Good interpersonal skills, ability to work successfully as part of a team and ability to establish effective working relationships. 4. Ability to plan, organise, control and delegate work. 5. Problem solving skills. 6. Ability to lead and motivate a team. 7. Computer literacy skills, including familiarity with the Microsoft Office package.	1. Ability to train and develop others. 2. Ability to use cleaning machinery. 3. Ability to use hand-held monitoring devices e.g. Maximiser.	Application Form References Interview
Education & Qualifications	1. IOSH certificate.	1. Qualification in facilities management related subject at SVQ level 2.	Application Form Interview
Personal Qualities	1. Ability to cope with the demands of the post and attend on a regular basis. 2. Motivated, confident and enthusiastic individual. 3. Flexible and adaptable. 4. Resilient, consistent and fair.	1.	Interview References
Additional Job Related Requirements	1. PVG Scheme Membership. 2. Category B Driving Licence or equivalent entitlement to drive in Great Britain and access to a motor vehicle, or otherwise able to meet the requirement to travel efficiently to other locations*.	1.	Application Form Post Interview Check

*For all new appointments with effect from 15 August 2024