

**Person Specification**

**Senior Officer: Facilities**

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|  | **Essential** | **Desirable** |
| **Qualifications / Experience** |  |  |
| * Level 6 qualification in a relevant subject (e.g., Facilities Management, Construction Management). | **\*** |  |
| * Relevant experience of Facilities Management across multiple sites | **\*** |  |
| * Experience of working with both Hard and Soft FM services | **\*** |  |
| * A solid understanding of compliance and Health & Safety | **\*** |  |
| * Level 3 qualification in Health & Safety e.g., NEBOSH | **\*** |  |
| * Qualification and/or experience of asbestos management | **\*** |  |
| Level 2 qualification in English (GCSE or equivalent) or equivalent relevant experience | **\*** |  |
| Level 2 qualification in Maths (GCSE or equivalent) or equivalent relevant experience | **\*** |  |
| * IT Literate equivalent to level 3 | **\*** |  |
| * Experience of working within budget constraints | **\*** |  |
| * Experience of managing projects | **\*** |  |
| * First Aid certificate (training provided) \* | **\*** |  |
| * Fire Marshall certificate (training provided) \* | **\*** |  |
| * Knowledge and experience of managing compliance with statutory regulations | **\*** |  |
| * Experience of working in an educational environment |  | **\*** |
| Circumstances |  |  |
| * Able to work flexibly, including early mornings, evenings and weekends where required | **\*** |  |
| * Able to travel as needed to fulfil the requirements of the post | **\*** |  |
| Personal Skills |  |  |
| * Excellent time management skills | **\*** |  |
| * Organised and methodical | **\*** |  |
| * Excellent administrative skills | **\*** |  |
| * Excellent numerical skills | **\*** |  |
| * Able to work to multiple deadlines/targets | **\*** |  |
| * Able to work independently | **\*** |  |
| * Able to exercise good judgement | **\*** |  |
| Interpersonal Skills |  |  |
| * Excellent communication skills – written and oral | **\*** |  |
| * Negotiating skills | **\*** |  |
| * Respectful of confidentiality | **\*** |  |
| Diplomacy skills | **\*** |  |
| Able to manage conflict | **\*** |  |
| * Able to work as part of a team | **\*** |  |
| * Able to motivate others | **\*** |  |
| * Able to communicate in Welsh |  | **\*** |
| Personal Attributes |  |  |
| * Commitment to Quality | **\*** |  |
| * Commitment to Continuing Professional Development | **\*** |  |
| * Commitment to Diversity | **\*** |  |
| * Professional | **\*** |  |
| * Reliable | **\*** |  |
| * Motivated | **\*** |  |
| * Adaptable | **\*** |  |
| * Proactive | **\*** |  |

\* Candidates who do not hold qualifications on appointment will be considered. However, the successful candidate will be required to undertake the qualification within 12 months.