**Person Specification**

 **Senior Officer: Facilities**

|  |  |  |
| --- | --- | --- |
|  | **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.