

Facilities Manager Person Specification

Job Title: FACILITIES MANAGER
Job Vacancy No:
Responsible To: General Manager/Head

	<u>Essential</u>	<u>Desirable</u>
<u>Knowledge</u>		
1 Knowledge relating to provision of catering, hospitality, laundry and property services.	✓	
2 Knowledge of key aspects of management practice including principles of effective supervision and appraisal and relevant aspects of employment legislation including recruitment and selection.	✓	
3 Knowledge of learning disabilities and/or special needs.		✓
4 Knowledge of relevant aspects of health and safety legislation.	✓	
5 Knowledge of anti-discrimination and equal opportunities legislation.	✓	
6 Knowledge of financial management including book keeping/accountancy necessary to produce regular detailed accounts.	✓	
<u>Skills and Abilities</u>		
1 Ability to apply a comprehensive understanding of the principles and concepts of site facilities management knowledge and exceptional management skills.	✓	
2 Ability to attend work punctually and reliably, and to work flexible hours as required including weekends.	✓	
3 Ability to manage own time and multiple tasks effectively, working autonomously and using own initiative.	✓	
4 Ability to identify own training needs, to attend required training and maintain continuous personal development.	✓	

Policy Document No: Per 1.1.2

	<u>Essential</u>	<u>Desirable</u>
5 Ability to communicate effectively, verbally and in writing, and to understand and produce materials of a professional nature in line with required deadlines.	✓	
6 Ability to form and promote positive relationships with and between people who use our services, staff, parents and representatives of outside agencies.	✓	
7 Ability to ensure policies and procedures are translated into practice through effective management practice.	✓	
8 Ability to manage in a supportive and motivational manner to ensure high, appropriate and attainable standards are achieved, providing coaching and training as appropriate.	✓	
9 Ability to plan and chair meetings.		✓
10 Ability to work effectively as part of the senior team responsible for meeting the service's objectives.	✓	
11 Ability to plan, develop, monitor, evaluate and audit systems and procedures to ensure continuous development of all aspects of the site's core service.	✓	

Qualifications

1 Qualified to British Institute of Facilities Management (BIFM) FM Level 4 or equivalent and with a NEBOSH or IOSH certificate.	✓	
2 CM Institute Level 4 certificate.		✓
3 Qualified First Aider (4-day course) (or to be achieved within 18 months of appointment).		✓

Experience

1 Experience of successfully leading and managing a team.	✓
2 Experience of working effectively in a catering, hospitality and/or residential support service environment.	✓
3 Experience of managing budgets and spending.	✓

Person Specification prepared by HR Manager

Date: 03/11/17