

## Person Specification

<b>Post Title:</b>	Estates and Facilities Manager		
<b>Directorate:</b>	Service Support		
<b>Location:</b>	Headquarters		
<b>Grade:</b>	I	<b>Date:</b>	May 2022

### Guidance Notes

Please note that 'Essential' denotes those requirements, which the applicant **must** hold to be shortlisted for interview.

	<b>Requirements:</b> E = Essential D = Desirable	E/D	Measure (see below)
<b>Knowledge and Experience</b>			
<i>Analysing</i>	Proven experience and ability to analyse, interpret and present complex data/issues and matters to a range of audiences both orally and in writing	E	1
<i>Delivering Results &amp; Meeting Customer Expectations</i>	A proven track record of innovation, change management and achievement in strategic activities aimed at continuous improvement of quality services and satisfying customer needs.	E	1,3
<i>Planning &amp; Organising</i>	Experience of managing financial, physical and human resources to time, budget and quality outcomes to achieve organisational strategies and objectives	E	1,3
<i>Job specific</i>	Proven experience of managing a multi-site service and major projects.	E	1,3
	Substantial post qualification experience in a Facilities Manager role	E	1,3
	Experience of operating at middle manager level within a private and/or public sector organisation	D	1
	Proven experience of preparing specifications and contracts, in line with Facilities management technical specifications and knowledge of construction methodology.	E	1,3
	Possess up to date knowledge of Health and Safety at Work legislation along with other industry related legislation such as CDM and Workplace Regulations.	E	1
<b>Equality and Fairness</b>			
	Sound knowledge of and commitment to Equality, Diversity & Inclusion	E	1,3
	The ability to converse at ease with members of the public and provide advice in accurate spoken English.	E	3

<b>Qualifications and Training</b>			
	Degree in FM or equivalent, or demonstrable experience	D	1,5
	Member of relevant body i.e. IWFM, RICS, CIBSE	D	1,5
	Other related qualifications such as NEBOSH	D	1,5
<b>Skills</b>			
<i>Adapting &amp; Responding To Change</i>	Demonstrates ability to deal with ambiguity and the positive opportunities it presents.	E	3
<i>Planning &amp; Organising</i>	Highly developed organisational skills to balance competing priorities and to meet deadlines	E	3
<i>Deciding and initiating Action</i>	Highly motivated with energy and enthusiasm, personal resilience with a desire and track record of delivery and achievement	E	1
<i>Adhering To Principles &amp; Values</i>	Demonstrates personal credibility and political awareness and sensitivity to support and enact processes at a political level	E	1,3
	Displays ethical standards commensurate with a public sector role and is a positive role model	E	1,3
	Takes accountability for own actions and decisions	E	1,3
<i>Creating and Innovating</i>	Produces new ideas, approaches, or insights; creates innovative products or designs; produces a range of solutions to problems.	E	1
<b>Other</b>			
	Must be willing to undertake a basic criminal record check	E	5
	Ability to access building sites and projects using ladders/scaffolding etc.	E	1
	The job requires the post holder to have the ability to travel between a large number of Fire Service locations in Leicestershire and Rutland.	E	1

### **Guidance Notes**

In weighing the factors "essential" denotes those requirements that the candidate **must** hold. The qualities specified must be strictly based on requirements to perform the job and must not be unnecessarily restrictive or demanding.

### **Measures**

**1** = Application Form

**2** = Testing

**3** = Interview

**4** = Pre-Screen

**5** = Other (e.g.: DBS Check/Certificates)