

Person Specification

Post Title: Estates and Facilities Manager		Grade:	Department: Enabling Services	
Criteria relevant to the job	Essential Requirements necessary for safe and effective performance in the job	Method of Assessment	Desirable Where available, elements that contribute to improved/immediate performance in the job.	Method of Assessment
Qualifications and Training	<ul style="list-style-type: none"> • Nebosh National General Certificate or equivalent Level 3 Health and Safety qualification. • Full driving licence 	Application form and interview	<ul style="list-style-type: none"> • Prince 2 or equivalent project management qualification. • Membership of the Institution of Occupational Safety and Health. 	Application form and interview
Experience	<ul style="list-style-type: none"> • Estates, maintenance and sustainability. • Managing staff. • Managing multiple projects within properties and facilities, including energy efficiency upgrades. • Experience of boiler plant equipment, fire alarm systems and equipment, distribution boards, etc. • Water hygiene monitoring • Contractor appointment and management • Risk assessment process relevant to the role. 	Application form and interview	<ul style="list-style-type: none"> • Experience of working with or supervising volunteers • Experience of developing environmental improvement projects to reduce carbon emissions. • Health / Community Care/ Voluntary Sector experience. • Working with Medical gases 	Application form and interview
Skills and Knowledge	<ul style="list-style-type: none"> • Basic understanding of H&S compliance for properties and estates. • Detailed knowledge of facilities management and maintenance. 	Application form and interview		Application form and interview

Personal Attributes	<ul style="list-style-type: none"> • Ability to communicate and motivate at all levels. • Ability to act on own initiative as well as a team member • Positive and friendly approach to staff, volunteers, patients, and their families • Excellent communication and negotiation skills. • Demonstrates St Cuthbert's values of Respect, Professionalism, choice, compassion, reputation and integrity. • Evidences behaviour consistent with the Hospice philosophy of care and values of respect, professionalism, compassion, choice, integrity, and reputation. 	Interview	•	interview
Special Requirements	<ul style="list-style-type: none"> • To be able to travel between our retail outlets and the Hospice 	Interview		interview

Signature of Post holder: **Date:**

Signature of Manager: **Date:**