

Person Specification

Post	Facilities Manager (Operational & Compliance)
Department	Facilities
Responsible to	Assistant Principal (Finance)
Hours	37 - Full time/Full year
Working closely with	Assistant Principal (Finance), Senior Support HODs, Assistant Facilities & Compliance Manager, External Contractors

E = Essential

D = Desirable

Please ensure that in your application you clearly show how you meet **each item** on the Person Specification. In a situation where the College receives a high volume of applications, the desirable criteria may be used for short-listing purposes.

Qualifications and Experience	Essential	Desirable
Member of the British Institute of Facilities Management or equivalent		✓
A NEBOSH/IOSH certificate or NVQ Level 4 Health and Safety qualification		✓
Ability to maintain effective administrative systems including the use of appropriate IT programs	✓	
Experience of premises or building related work, including project management	✓	
Experience of working in premises management		✓
Experience of managing people	✓	
Experience of managing budgets, procurement processes, and contractor performance	✓	
Experience of training in risk assessment and/or general health and safety	✓	
Experience of managing compliance in areas such as Health & Safety, fire safety, accessibility, and sustainability	✓	
Experience of working in the education sector (e.g. FE/HE/schools)		✓

Professional knowledge and understanding, skills and attributes	Essential	Desirable
Strong understanding of estates compliance, legislation, and risk management (e.g. H&S, DDA, emergency planning, Martyn's Law)	✓	
Ability to identify long term goals, how these might be achieved and then seek to achieve them	✓	
The ability to achieve challenging professional targets/objectives	✓	
A Knowledge of Health and Safety Requirements as they relate to college or similar establishment		✓

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Personal skills and attributes	Essential	Desirable
Decision making skills – the ability to investigate, solve problems and make decisions	✓	
Communication skills – both oral and written and the ability to make points clearly and understand the views of others	✓	
Willingness to be on-call and respond to out-of-hours emergencies	✓	
Commitment to the values and mission of the college, including inclusivity and sustainability	✓	
Energy, determination and perseverance	✓	
Self-confidence	✓	
Enthusiastic and commitment	✓	
Reliability and integrity	✓	
Ability to develop new ideas	✓	
Personal impact and presence	✓	
Full UK driving licence	✓	
Minibus driving experience		✓