

PERSON SPECIFICATION

Facilities Manager, Band 5

1. Knowledge, skills and training		Essential	Desirable	Assessment method
1.1	HND or equivalent level of training in catering and hospitality services and experience of delivery of Soft FM	Yes		e.g. certification
1.2	OR relevant diploma or equivalent level of training and experience.	Yes		e.g. certification
1.3	Plus further soft FM knowledge or experience to HND or higher level or equivalent.	Yes		e.g. certification
1.4	Evidence of good communication skills, both written and verbal.	Yes		e.g. certification
1.5	Food Hygiene Level 3		Yes	e.g. certification
2. Job specific experience		Essential	Desirable	Assessment method
2.1	Recent previous experience within a comparable role.	Yes		e.g. application form/interview
2.2	Recent previous experience of working within a customer focused environment.	Yes		e.g. application form/interview
2.3	Previous experience of working within defined administrative procedures.	Yes		
3. Managerial/supervisory experience		Essential	Desirable	Assessment method
3.1	Previous line management experience.	Yes		e.g. application form/interview
3.2	Demonstrable evidence of management skills in recruitment and selection, performance management and sickness absence.	Yes		e.g. application form/interview
4. Information Technology		Essential	Desirable	Assessment method
4.1	Knowledge of a full range of secretarial/administrative procedures.	Yes		Interview
4.2	Advanced keyboard/touch typing skills.	Yes		e.g. application form/certification

4.3	Familiarity with Microsoft Office packages to include outlook, word and excel.	Yes		e.g. application form/certification
5. Personal qualities/attributes		Essential	Desirable	Assessment method
5.1	Demonstrable ability to prioritise effectively.	Yes		e.g. interview
5.2	Ability to use own initiative within sphere of responsibility.	Yes		e.g. interview
5.3	Demonstrated ability at exercising tact and diplomacy.	Yes		
5.4	Demonstrated ability to analyse situations and to provide a resolution.	Yes		
6. Business travel		Essential	Desirable	Assessment method
6.1	Subject to the provisions of the Disability Discrimination Act, able to travel using own vehicle on Trust business.	Level 1* or Level 2*	Level 3*	
7. Additional requirements		Essential	Desirable	
7.1	Demonstrable skills in written and spoken English, adequate to enable the post holder to carry out the role effectively.	Yes		e.g. application form/references/interview

***Essential / desirable car user definitions**

Level 1 – (Essential) post holder is required to:

- travel an average of more than 3,500 miles a year;
- or travel an average of at least 1,250 miles a year; and necessarily use their car an average of 3 days a week; or spend an average of at least 50% of their time on such travel; including duties performed during the visits;
- or travel an average of at least 1,000 miles a year and spend an average of 4 days a week on such travel, including the duties performed during the visits.

Level 2 – (Essential) users who use their own vehicles for official journeys other than in the circumstances described under Level 1 above.

Level 3 (Desirable) non- car users who may exceptionally be required to travel on Trust business where such journeys could also be reasonably be made by public transport.