

## Person Specification

<b>Post title</b>	Facilities Officer	<b>Grade</b>	H
<b>Department</b>	Assets	<b>Post ref</b>	BS6223

Competencies	
<i>Please refer to the relevant competency framework for more information about the behaviour descriptors for each competency. All competencies within the relevant framework are applicable to the post and the ones that have prioritised for recruitment are detailed below.</i>	
Competency framework relevant to the post:	Leadership Level 3
	Assessment
Seeing the big picture	Application Form / Interview
Communicating	Application Form / Interview
Team Working	Application Form / Interview
Making effective decisions	Application Form / Interview
Delivering value for money	Application Form / Interview
Managing a quality service	Application Form / Interview

Skills	Essential / Desirable	Assessment
Computer literate (spreadsheets/word processors)	Essential	Application Form/Interview
Good verbal/written communication skills	Essential	Application Form/Interview
Able to work with minimum supervision	Essential	Application Form/Interview
Report writing skills	Essential	Application Form/Interview

Knowledge	Essential / Desirable	Assessment
A comprehensive knowledge of facilities management/maintenance	Essential	Application Form/Interview
A comprehensive knowledge of car parking regulations and procedures	Essential	Application Form/Interview
A comprehensive knowledge of security issues	Essential	Application Form/Interview

<b>Experience</b>	<b>Essential / Desirable</b>	<b>Assessment</b>
Relevant experience in facilities management/maintenance	Essential	Application Form
Previous experience in the management of car parking facilities	Essential	Application Form/Interview
Previous experience in the management and supervision of staff and/or contractors	Essential	Application Form/Interview
Experience of dealing with members of the public	Desirable	Application Form/Interview
Experience of dealing with conflict	Desirable	Application Form/Interview
Previous local authority experience	Desirable	Application Form / Interview

<b>Qualifications</b>	<b>Essential / Desirable</b>	<b>Evidence</b>
BTECH Higher in Facilities Management or a building related discipline or equivalent or a Level 3 Management qualification with practical experience in the facilities management industry.	Essential	Application Form/Certificate
Membership of a relevant professional institute	Desirable	Application Form/Certificate
A current valid driving licence	Essential	Application Form/Certificate

<b>Additional information / other requirements of the post</b>
<ul style="list-style-type: none"> <li>• The postholder is eligible for casual car user allowance.</li> <li>• The post involves driving and so the postholder will be required to undertake relevant DVLA licence checks.</li> <li>• The postholder should also be flexible, self-motivated and have good attention to detail.</li> <li>• The post involves working in an office environment and outside across the district.</li> <li>• The employee will be required to work as part of an out of hours 'on call' rota as part of their role. An additional payment will be made for undertaking this in line with the Council's Standby and Call-Out Policy.</li> </ul>

<b>Date produced / last amended</b>

<b>Equality Act 2010</b>
<p><i>The ways in which a disabled person meets the criteria for a post must be assessed as they would be after any reasonable adjustments required had been made.</i></p> <p><i>If appropriate, disabled candidates should indicate on the application form if they have needs which should be considered at the shortlisting stage.</i></p>