**Person Specification**

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| **Criteria** | Skills, Knowledge, Experience etc | **Essential / Desirable** | **Method of Assessment** |
| Education / Qualifications | Prepared to work towards a relevant H & S qualification (IOSH) | E | Application/interview |
| GCSE, A levels, BTec qualifications. | E | Application/interview |
| Good property knowledge and understanding of facilities management principles, building construction and building services. | E | Application/interview |
| Knowledge and understanding of Local Government administration | D | Application/interview |
| Skills / Experience | Able to demonstrate a basic working knowledge of construction and building services, hard and soft FM services | E | Application/interview |
| Able to communicate effectively with colleagues and clients, verbally and in writing | E | Application/interview |
| Able to work in an organised self-motivated manner | E | Application/interview |
| Relevant work experience | E | Application/interview |
| Ability to prioritise and manage the progress of own work and balance competing demands | E | Application/interview |
| Experience of working in local government | D | Application/interview |
| Good interpersonal skills and the ability to develop and sustain relationships | E | Application/interview |
| Responsible attitude towards work and the ability to use initiative | E | Application/interview |
| Self motivated | E | Application/interview |
| Good analytical skills evidenced by problem solving and making appropriate decisions | E | Application/interview |
| Able to operate within and help develop effective teams | E | Application/interview |
| Experienced and adept in using computer based programmes and processes | E | Application/interview |
| Miscellaneous | Valid driving licence | E | Application/interview |