

Person Specification – Facilities Officer

ATTRIBUTE	ESSENTIAL	DESIRABLE
EDUCATIONAL QUALIFICATIONS	<ul style="list-style-type: none"> • Commitment to continuing professional development • Demonstrable knowledge and understanding of facilities management and health & safety principles and legislation • Good demonstrable level of literacy 	<ul style="list-style-type: none"> • Qualifications relevant to Facilities Management and Health & Safety
MANAGEMENT	<ul style="list-style-type: none"> • Demonstrable business and office related experience • Able to research and prepare reports and briefings, set up and maintain spreadsheets and records • Able to attend meetings to report and brief Councillors, staff and others as required. 	<ul style="list-style-type: none"> • Demonstrable line management and leadership experience
BUILDINGS AND FACILITIES	<ul style="list-style-type: none"> • Demonstrable building/ facilities management experience • Able to prepare and obtain quotations/tenders and oversee building repairs and maintenance • Financial experience in relation to the overseeing of budgets and preparation of budgets • Able to advise on, implement and oversee health and safety aspect of buildings and facilities management 	<ul style="list-style-type: none"> • Demonstrable ability to effectively market and promote council facilities • Demonstrable project management experience
COMMUNICATION SKILLS	<ul style="list-style-type: none"> • Tact and diplomacy • Good customer care skills • Ability to communicate clearly, both verbally and written • Able to meet strict deadlines • Able to demonstrate excellent team and independent working ability 	<ul style="list-style-type: none"> • Attention to detail and accuracy
INFORMATION TECHNOLOGY	<ul style="list-style-type: none"> • Competent in using IT systems including word processing and spreadsheets, the internet and email 	<ul style="list-style-type: none"> • Able to use various social media platforms
ADMINISTRATION	<ul style="list-style-type: none"> • Able to demonstrate ability to work in office environment and undertake administrative tasks including preparation and 	<ul style="list-style-type: none"> • Knowledge of local council procedures and regulations

	upkeep of spreadsheets and writing of reports.	
OTHER	<ul style="list-style-type: none"> • Well organised • Able to work out of office hours to attend council meetings and occasional Civic functions • Able to work on own initiative and as a team member • Self-motivated with a 'can-do' attitude • Attention to detail • Be willing to act as first aider and fire marshal • Be willing to be a key holder and prepared to be called out in the case of an emergency • Willing to attend training and fulfil any other duties commensurate with the role 	<ul style="list-style-type: none"> • Knowledge of Data Protection legislation