

PERSON SPECIFICATION

POST TITLE: Facilities Assistant

DIVISION/UNIT: Facilities Services

JOB SPECIFIC COMPETENCIES

	Essential	Desirable	Evidence/Method of Assessment
Experience	<ol style="list-style-type: none"> 1. Input into the general management of the onsite facilities service. 2. Relevant experience of procedures to ensure the maintenance of a high quality service, including experience in the quality monitoring of a service. 3. Relevant experience in the allocation of local resources. 4. Working knowledge of safe working practices, i.e., COSHH and SWAs. 5. Relevant experience in completion of work related documentation. 6. Proven track record in delivering a customer focused approach. 	<ol style="list-style-type: none"> 1. Understanding of the levels of quality standards required according to the relevant specification. 	Application Form References Interview
Skills/Abilities	<ol style="list-style-type: none"> 1. Ability to schedule and organise own workload. 2. Good communication skills. 3. Good interpersonal skills, ability to work successfully as part of a team and ability to establish effective working relationships. 4. Ability to plan, organise, control and delegate work. 5. Problem solving skills. 6. Basic computer literacy skills. 7. Ability to use cleaning machinery. 	<ol style="list-style-type: none"> 1. Ability to lead and motivate a team. 2. Ability to train and develop others. 	Application Form References Interview

Education & Qualifications		1. Qualification in facilities management related subject at SVQ level 2.	Application Form Interview
Personal Qualities	<ol style="list-style-type: none"> 1. Ability to cope with the demands of the post and attend on a regular basis. 2. Motivated, confident and enthusiastic individual. 3. Flexible and adaptable. 4. Resilient, consistent and fair. 		Interview References
Additional Job Related Requirements	<ol style="list-style-type: none"> 1. PVG Scheme Membership. 2. Driving Licence. 		Application Form Post Interview Check