

PERSON SPECIFICATION

Post Title: Corporate Property Officer	Section: Property & Commercial Services
Directorate: Development	

Essential Requirements	Desirable Requirements
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Knowledge	AM		AM
<p>Demonstrable knowledge of procurement of building/construction related contracts.</p> <p>Demonstrable knowledge of facilities and asset management.</p> <p>A demonstrable understanding of the management, monitoring and implementing health and safety policies, including asbestos, legionella and fire risk actions.</p> <p>Demonstrable knowledge and procurement/tendering of contracts.</p> <p>Demonstrable knowledge of budget management monitoring and forecasting.</p> <p>Demonstrable knowledge of project management and specification development of building/construction related contracts.</p> <p>Demonstrable knowledge and understanding of Building and Planning Regulations and their interpretation.</p> <p>Maintenance of record systems</p> <p>Ability to undertake inspections of properties and determine repair/maintenance requirements</p> <p>Basic knowledge of building defects and common repairs.</p>	a, i & c	<p>Considerable proven practical experience of policy development in relation to facilities and asset management.</p> <p>Knowledge of contracts administration.</p> <p>Proven practical experience of day to day team management</p>	a & i
Qualifications			
HNC/HND or 2 years completed of a relevant degree in relevant area such as facilities management and building surveying or considerable post related experience			

Experience			
<p>To operate in a professional manner, effectively utilising available budgets. Experience of negotiations at a senior level both internally and externally in relation to contractual matters</p> <p>Dealing effectively with customers/service users to successfully resolving maintenance issues</p> <p>Prioritising repairs appropriately with consideration to business risk and customer service</p>	a & i	<p>Proven practical team management experience in order to provide effective management of the facilities function.</p> <p>Procurement of goods and services in accordance with local authority policies</p>	a & i
Skills			
<p>Ability to read and interpret plans, architect drawings, and specifications</p> <p>Effective oral and written communication skills</p> <p>Excellent interpersonal skills and the ability to demonstrate a strong customer focus</p> <p>Effective planning and organisation skills</p> <p>A commitment to service improvements.</p> <p>Excellent I.T. Skills in Word and Excel.</p> <p>Current full driving licence in order to undertake daily duties although alternative arrangements may be agreed with applicants with the relevant disability.</p>	a & i		
Other Requirements:			
A flexible approach to working hours	a & i		

Key to Assessment Methods (AM); (a) application form, (i) interview, (p) presentation, certificate check (c) (o) others

Equality Act 2010

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. In accordance with the Equality Act, candidates will be asked if they have any specific



requirements relating to the selections process.

Schedule 9 Part 1.1(1) of the Equality Act also permits targeted recruitment on grounds of Genuine Occupational Requirement.

Approved by:	K.Walters
Date approved:	July 2022
Reviewed:	