

# Person Specification



South  
Cambridgeshire  
District Council

Post: Facilities Manager 0598  
Prepared on: 31 January 2019

Criteria	Attributes	Essential (E) Or Desirable (D)	Method Of Measurement A - Application Form, I - Interview T - Test
Education/ Qualifications	Member of the Institute of Workplace Facilities Management or CIBSE, CIOB, RICS, CIOH	E	A
	Occupational Health & Safety qualified (NEBOSH or IOSH)	E	A
	HNC/HND Building Services or equivalent (or working towards)	D	A
	Educated to 'A' level standard or equivalent experience	E	A
	Prince2 Foundation	E	A

# Person Specification



South  
Cambridgeshire  
District Council

Experience/ Knowledge	At least three years' experience of working in a similar role	E	A & I
	Proven experience of managing premises-related health & safety and fire safety	E	A & I
	Excellent knowledge of workplace Health & Safety regulations and the Regulatory Reform (Fire Safety) Order 2005	E	A & I
	Proven experience of managing and developing staff	E	A & I
	Experience of dealing with service users or the general public in a busy corporate environment	E	A & I
	Excellent knowledge of commercial premises services management and maintenance	E	A & I
	Project and programme management experience	E	A & I
	In-depth procurement and contract management experience, including creation of service level agreements and implementing performance measurement techniques	E	A & I
	Supervisory contract management experience across a range of hard and soft services contracts	E	A & I

# Person Specification



South  
Cambridgeshire  
District Council

	Experience of managing a small, commercial catering operation	D	A & I
Skills And Abilities	Experience of working with FM management systems – BMS, asset management/helpdesk etc	E	A & I
	Contract administration and budgetary management skills	E	A & I
	Excellent computer skills and good knowledge of the Microsoft Office products.	E	A & I
	Ability to interpret building plans and design drawings	E	A & I
	Excellent written & oral communications skills	E	A & I
	Excellent organisation and presentation skills	E	A & I
Personal Qualities/ Aptitude	Self-motivation and ability to work on own and as part of a team	E	A & I
	Customer-focused and flexible approach	E	A & I
	Proactive, resourceful, well-developed problem solving skills	E	A & I
	Methodical and analytical approach	E	A & I
	Ability to prioritise and manage own workload and that of others	E	A & I
	Committed to providing excellent service	E	A & I
	Honesty and integrity	E	A & I
Miscellaneous /Other Working Requirements	Full driving licence/use of car	D	A & I
	Able to work to flexible shift requirements providing cover if required.	E	A & I
	Commitment to self improvement and further relevant training	E	A & I