



## Person Specification

**Job Title: Facilities Manager – Multi-site**

<b>Experience</b>	<b>Essential</b>	<b>Desirable</b>
Demonstrate past experience in premises site management	✓	
Demonstrate past experience in premises site management across multiple sites		✓
In depth knowledge of building maintenance and management.	✓	
Worked in a school environment		✓
Knowledge of key technical, design and property issues.	✓	
Knowledge and experience of supporting complex technical, design and property projects and project teams	✓	
Knowledge of techniques for the effective delivery of complex technical, design and property procurement projects and typical problems associates with such projects.	✓	
Business Case preparation experience		✓
<b>Qualifications</b>		
An appropriate technical qualification in architecture, building or equivalent discipline.		✓
GCSE Maths and English Grade C or above	✓	
<b>Skills</b>		
Experience of working on technical, design and property matters with staff at all levels of large multi-functional organisation and developing effective partnerships with agencies external to the organisation.		✓
Experience of writing and preparing technical, design and property reports and project management documentation.		✓
Proven ability to consult with a wide range of stakeholders, including Academy principles, elected members and contractors, ascertain their aspirations and reflect them in procurement processes and document in the context of strategic priorities	✓	

Excellent communication and interpersonal skills, including influencing and negotiating skills.	✓	
The ability to provide appropriate and effective challenge when required and influence decisions at all levels in the organisation and in partner organisations	✓	
Ability to handle competing deadlines and demands for high level professional advice	✓	
Able to prioritise, set and deliver realistic individual and programme targets and achieve these through effective project management techniques	✓	
Able to work across service boundaries to ensure delivery of the programme.		✓
Identify problems and issues, seek pertinent information, and evaluate data and develop appropriate solutions.	✓	
Self-motivated and good organisational abilities along with the ability to work effectively under pressure and manage multiple priorities.	✓	
Working knowledge of standard computer packages such as word, excel, email, etc.	✓	
Good time management and organisational skills including the ability to oversee the work of others	✓	
<b>Other</b>		
Satisfactory Enhanced Criminal Records Disclosure	✓	