Person Specification

Job Title: Site & Compliance Coordinator

Qualifications	Essential	Desirable
An appropriate technical qualification in architecture, building or equivalent discipline		✓
GCSE Maths and English Grade C or above (or equivalent Level 2 qualification)	✓	
Experience		
Demonstrate past experience in premises site management across multiple sites	✓	
Demonstrate an in depth knowledge of building maintenance and management	✓	
Experience working 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	✓	
Experience of working on technical, design and property matters with staff at all levels of large multi-functional organisations.	✓	
Business case preparation experience		✓
Skills		
Evidence of the ability to develop effective partnerships with agencies external to the organisation.	✓	
Evidence of the ability to write and prepare technical, design and property reports and project management documentation.		✓
Proven ability to consult with a wide range of stakeholders, including academy principals, elected members and contractors.	✓	

Ability to ascertain stakeholder aspirations and reflect then 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 in the organisation and in partner organisations.	✓	
Ability to handle competing deadlines and demands for professional advice.	✓	
Able to prioritise, set and deliver realistic individual and programme targets.	✓	
Identify problems and issues, seek pertinent information and evaluate data and develop appropriate solutions.	✓	
Self-motivated and good organisation skills	✓	
Work effectively under pressure and manage multiple priorities	✓	
Good time management and organisational skills including the ability to oversee the work of others	✓	