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| **Employee Specification – Maintenance & Estates Manager** |  |

St Gemma’s Hospice is an equal opportunities employer and endeavours to recruit the best person for each vacancy regardless of gender, race, religion or belief, age, sexual orientation, disability or any other factor irrelevant to the ability to do the job. Employees are required to follow the HR policies and procedures supporting recruitment and selection.

| **Attributes** | **Essential** | **Desirable** | **How identified**  **Interview = I**  **Application form = A** |
| --- | --- | --- | --- |
| **Experience** |  |  |  |
| Extensive experience in operational estate management (min 5 years) | ✓ |  | A |
| Good working knowledge of modern building services techniques & standards | ✓ |  | A/I |
| **Demonstrable experience of managing and supervising staff in Construction, Property Maintenance or related field.** | ✓ |  | A/I |
| Ability to plan, implement and manage projects within time and budgets | ✓ |  | A/I |
| Experience of owning and developing a PPM system | ✓ |  | A/I |
| **Knowledge** |  |  |  |
| In depth knowledge of relevant health and safety legislation, environmental legislation and codes of practice. | ✓ |  | A/I |
| Sound knowledge of trade principles and practice | ✓ |  | A/I |
| Sound knowledge of risk management processes | ✓ |  | A/I |
| **Qualifications/Training** |  |  |  |
| Educated to degree level or equivalent  **in either a Building Services, Electrical or mechanical field** | ✓ |  | A |
| IOSH Managing Safely | ✓ |  | A |
| * BIFM qualification desirable |  | ✓ | A |
| **Skills/Abilities** |  |  |  |
| Ability to motivate staff and implement change. | ✓ |  | A/I |
| IT literate .Proficient in the use of Microsoft office packages including Word, Excel and Outlook. | ✓ |  | A |
| Good communications skills (written and verbal) | ✓ |  | A/I |
| Ability to Drive | ✓ |  | A |
| **Personal Attributes** |  |  |  |
| Ability to take an innovative approach to development of the maintenance service | ✓ |  | A/I |
| * Ability to work on own initiative and within a pressurised environment. | ✓ |  | A/I |
| Trustworthy and honest | ✓ |  | A/I |
| Able to maintain confidentiality | ✓ |  | A/I |