TYNE AND WEAR FIRE AND RESCUE SERVICE

**PERSON SPECIFICATION**

**PROPERTY MANAGER**

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| CATEGORY | **CRITERIA** | **MEASURE** |
| **Education/Qualifications** | An appropriate related degree or equivalent experience working at this level in a construction related area, and or membership of a professional body i.e. BIFM/CIOB/RICS  Up to date knowledge of building techniques, relevant standards, Codes of Practice and Legislation. | AF/I/C  AF/I |
| **Work Experience** | Experience in a property/estates management/maintenance role with a track record in delivery of services relating to building modification and improvements.  Proven experience in the delivery of modification to land, buildings and premises to occupied facilities.  Significant experience in programme planning and monitoring using a systematic approach to workload planning and process management.  Full understanding of the principles of CDM and its application to projects.  Experience of monitoring and control of CCTV and BEMS | AF/I  AF/I  AF/I  AF/I  AF/I |
| **Skills/Knowledge/Aptitude** | Ability to lead and manage staff in the delivery of project and programme management services whilst working effectively to meet own objectives.  Excellent interpersonal and communication skills particularly in relation to managing and meeting client expectations  Well developed analytical skills with a proactive approach to problem identification and solving.  Able to produce and deliver high level written and verbal reports.  Good IT skills including Microsoft Office (or equivalent) and Project Timeline/ plotting packages  Sound, contemporary knowledge of statutory processes required when considering the implementation and delivery of construction works.  Ability to meet the transport requirements of the role which includes visiting all facilities through the Tyne and Wear area. | AF/I  AF/I  AF/I  AF/I  AF/I  AF/I/  AF/I |
| **Other** | A commitment to safe working principles and practices.  Sound, contemporary knowledge of Health and Safety and Equality and Diversity issues.  Must be able to work to a flexible working scheme, which may include some weekends/evenings. | AF/I  AF/I  AF/I |

**MEASURE:**

AF – Application form

AC – Assessment centre

I – Interview

C – Certificates