

Factor	Essential	Desirable
<b>Qualifications &amp; Professional Memberships</b>	<ul style="list-style-type: none"> <li>• Educated to a minimum of degree level or equivalent and/or holder of a recognised qualification e.g. MRICS</li> <li>• Demonstrates a willingness to undertake relevant training for the role.</li> </ul>	<ul style="list-style-type: none"> <li>• NEBOSH Diploma in Health &amp; Safety management</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• 2 years post qualification experience in a building surveyors' / health &amp; safety position</li> <li>• Experience of providing professional advice to a range of managers and staff on building matters including health and safety issues requirements</li> <li>• Proven experience of managing multi-site maintenance planning</li> <li>• Proven experience in overseeing building repairs and alterations in line with budget requirements</li> <li>• Managing the completion of H&amp;S building Inspections and analysis to help support continuous improvement</li> <li>• Experience of conducting job related investigations</li> <li>• Proven people management skills</li> <li>• Demonstrate successful project management experience</li> <li>• Budget management</li> </ul>	
<b>Knowledge and Skills</b>	<ul style="list-style-type: none"> <li>• Broad understanding of building regulations and associated legislation</li> <li>• Knowledge of health and safety legislation and current best practice</li> <li>• Understanding of landlord and tenant law and managing lease and license agreements</li> <li>• Ability to engage and develop people's health and safety awareness and skills</li> </ul>	

**Estates Manager – Person Specification.**

	<ul style="list-style-type: none"> <li>• Demonstrate confidence in the use of IT and have a good knowledge of Microsoft packages</li> <li>• Knowledge of commercial insurance and claims management</li> </ul>	
<b>Personal Characteristics</b>	<ul style="list-style-type: none"> <li>• Excellent communications skills and a good team player</li> <li>• Ability to demonstrate customer sensitivity and awareness.</li> <li>• Able to work in a professional manner and committed to the demonstration of respect and compassion towards those we work with.</li> </ul>	
<b>Special Requirements</b>	<ul style="list-style-type: none"> <li>• Satisfactory completion of an Enhanced DBS check.</li> <li>• Able to travel independently across the east end of the city</li> <li>• High personal standards and self-discipline in working to deadlines</li> </ul>	