

Person Specification: Estates Officer

Category	Criteria	Essential	Desirable	Source
Qualifications	Project Management Qualification		D	A
	IOSH/NEBOSH Qualification in Health & Safety		D	A
Experience	Recent working in a fast-paced Environment	E		A/I
	Experience of coaching and mentoring staff and building confidence	E		A/I
	Experience of successful project management	E		A/I
	Experience of working within Estates and Facilities field.	E		A/I
	Experience of working within the academies sector		D	A/I
Knowledge	Strong IT and Data Management skills	E		A/I
	Detailed knowledge of Health and Safety and Compliance Legislation and Risk Assessments	E		A/I/T
	Detailed knowledge of Estates Training requirements	E		A/I
	Detailed knowledge of VfM and practical experience of procurement processes and procedures.	E		A/I/T
	Detailed knowledge of building regulations i.e. CDM, Planning and Building maintenance requirements.	E		A/I/T
Skills, Abilities & Competencies	Ability to build strong working relationships with a variety of Stakeholders	E		A/I/R
	Ability to use own initiative and work independently.	E		A/I/R
	Meticulous attention to detail	E		A/I/R
Personal Qualities	Ability to work well under pressure and adapt to a dynamic environment	E		A/I/R
	Initiative and ability to challenge.	E		A/I/R
	Teamworking and Leadership	E		A/I/R

Key	
A	Application
I	Interview
R	Reference
T	Task