



## Person Specification

This form lists the essential and desirable requirements needed in order to do the job.

Applicants will be shortlisted **solely** on the extent to which they meet these requirements.

**Job title: Building Manager**

**Department/Division: Estates Division Facilities Management**  
**Accountable to: Senior Facilities Manager**

Competency	Criteria	E/D
<b>Communication</b>	Excellent written and oral skills.	E
	Ability to use all standard Microsoft Office software when required.	E
	Ability to prepare basic technical and management reports for monitoring and decision making by senior management.	E
	Basic understanding of mechanical, electrical, and building technical information	D
	Evidence of working with other departments	E
	Ability to provide advice, information, and assistance to users	E
<b>Service delivery</b>	Ability to set and continually assess quality standards and to provide good quality customer services to students, staff and external visitors.	E
	Evidence of ensuring high standards is maintained in area of responsibility.	E
	Evidence of how to monitor areas and ensure that they are kept tidy.	E
	Evidence of managing policies and procedures.	E
	Ability to keep accurate records of activities relevant to the role	E
<b>Initiative and problem solving</b>	Evidence of solving problems efficiently.	E
	Ability to recognise when problems and queries should be passed to a senior member of staff.	E
	Ability to make decisions under pressure based on appropriate information.	E



	Ability to be proactive in addressing potential issues without waiting for situations to develop.	E
<b>Knowledge and experience</b>	Evidence of dealing with members of the public, staff and visitors.	E
	Good understanding of Facilities Management	E
	Good knowledge of routine building maintenance	E
	Experience of using of an electronic Facilities Management System.	E
	Experience in supervising and leading cleaning and/or housekeeping teams.	E
	Evidence of practical knowledge of Health and Safety and Fire Safety Grounds and plants experience	E D
<b>Teamwork and motivation</b>	Evidence of working as part of a team	E
<b>Liaison and Networking</b>	Evidence of dealing with users of a building and other members of staff	D
<b>Flexibility</b>	Evidence of ability to respond quickly to varied and pressurised workload.	E
	Evidence of a flexible approach to work	E

**E – Essential: requirements without which the job could not be done.**

**D – Desirable: requirements that would enable the candidate to perform the job well.**