

PERSON SPECIFICATION (PS)

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

Job Title:	Facilities Manager	Job ref no:	RVB-0207-24
Grade:		Department:	RVC Business - LBIC
Accountable to:	Director of Operations	Responsible for:	Sterilisation/Waste Technician
PS created by/ or reviewed by:		Date PS created/ reviewed:	

Evidence		
Competency	Essential	Desirable
Knowledge & Experience	<p>Experience in supplier contract management, and service performance monitoring.</p> <p>Experience in managing multi-use sites.</p> <p>Understanding of building Health & Safety systems and control of contractors, including method statements, risk assessments and permits to work.</p> <p>Basic use of spreadsheets following a standard process of data entry.</p>	<p>ISO accreditation knowledge, environmental/quality/H&S.</p> <p>Experience in Higher Education facility.</p> <p>Experience in Life Science facilities and laboratories.</p> <p>Experience and knowledge in the development of operating budgets and financial control systems.</p> <p>Experience in investigating accidents and incidents to identify route cause analysis and avoid risk.</p>
Communication	<p>Excellent written and verbal communication skills.</p> <p>Ability to communicate proactively and reactively to build strong relationships with individuals and organisations.</p> <p>Customer focused background, with excellent communication skills and proven ability to build and maintain professional relationships with colleagues, customers, and contractors.</p>	<p>Experience of preparing and presenting reports, papers and similar documents for management committees and influencing change programmes at a senior level.</p>
Teamwork and Motivation	<p>Experience of people management.</p>	<p>Line management experience.</p>

	<p>Ability to use initiative, work as a team and individually to achieve positive outcomes.</p> <p>Ability to coordinate activities to completion across multiple teams</p>	
Service Delivery	<p>Ability to understand the requirements of the Client and to translate these into clear, concise service specifications.</p> <p>Ability to clearly identify and understand customer needs and service implications and follow problems through to resolution.</p> <p>Experience in reviewing operational plans and service delivery.</p>	Experience in setting objectives to improve sustainability of operations in line with an Environmental Management Policy.
Planning and Organising Resources	<p>High level of attention to detail.</p> <p>Ability to prioritise work, work under pressure and meet deadlines in a busy and demanding environment.</p> <p>Manage and deliver change to ensure minimum disruption to core activities.</p>	
Initiative and Problem Solving	Strong problem-solving skills.	