

GROUNDWORK

CHANGING PLACES

CHANGING LIVES



PERSON SPECIFICATION

JOB TITLE: Facilities & Compliance Manager

Factor	Criteria No	Criteria	Ranking	Criteria to be tested by...(tick as appropriate)						Certificate
			(Essential/ Desirable)	Application Form	Interview	Presentation	Practical Exercise	Work Simulated Test		
Education & Qualifications	1	Educated to NVQ level 4 or above in Facilities Management or similar property related subject, or able to demonstrate significant experience in a similar role	E	*						*
	2	Member of IWFM	D	*						*
	3	NEBOSH or IOSH certification in Health and Safety	D	*						*
Knowledge & Experience	1	Proven experience in a facilities management including building maintenance, space planning and contractor management.	E	*	*					
	2	Knowledge of health and safety legislation and good practice, with experience of developing procedures, conducting risk assessments and providing advice and guidance to staff teams	E	*	*					
	3	Experience of managing a multisite property portfolio	D	*	*					
	4	Experience of negotiating and managing service contracts such as cleaning, security, maintenance and utilities	E	*	*					
	5	Experience of dealing with landlords and lease negotiations	E	*	*					

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	6	Sound procurement and budget management experience	E	*	*				
	7	Experience of fleet management, including compliance with vehicle regulations.	D	*	*				
	8	Experience of compliance with relevant legislation and industry standards.	E	*	*				
	9	Experience of working to achieve and maintain recognised quality standards, eg CHAS, ISO14001	D	*	*				
Key Skills / Personal Attributes	1	Excellent organisational and project management skills	E	*	*				
	2	Strong negotiation and contract management abilities	E	*	*				
	3	Ability to interpret and apply compliance regulations effectively	E	*	*				
	4	Analytical mindset with problem-solving capabilities	E	*	*				
	5	Excellent communication and interpersonal skills	E	*	*				
	6	Ability to manage multiple priorities and work under pressure	E	*	*				
	7	Proficiency in Microsoft Office software with experience of creating and maintaining databases	E	*	*				
	8	Self-motivation along with a commitment and belief in excellent customer service.	E	*	*				
	9	Strong attention to detail	E	*	*				
	10	Ability to influence and engage stakeholders at all levels	E	*	*				
	11	Adaptable and able to work flexibly to meet business needs	E	*	*				

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Additional Requirements	1	Prepared to undertake occasional work out of hours	E	*	*				
	2	Hold a full driving license and have access to a vehicle	E	*					*
	3	Willingness to travel between sites.	E	*	*				
	4	Demonstrate a commitment to equal opportunities and diversity in all work practices.	E	*	*				*