

Person Specification- Property Services Manager Jan 2019

Grade

The job is graded at JMB senior management grade. Incremental progression is conditional on good performance and attendance at work.

Experience

- **Essential-** at least 5 years' experience of managing the procurement of major works in the public sector.
- **Desirable-** RICS or alternative relevant qualification. However applicants with extensive technical knowledge will be considered.

Knowledge

- **Essential** - Extensive knowledge of public sector landlord, tenant and homeowner issues in relation to the delivery of major works.
- **Essential** -Extensive knowledge and a proven track record of budgetary control and cost allocation in relation to major works.
- **Essential** -Able to analyse working practices and processes, seek improvements and implement successfully.
- **Essential-** Knowledge of business planning, objective setting and key performance information.
- **Essential** - Knowledge of how best to develop staff through induction, personal development, coaching and formal training.
- **Essential-** Working knowledge of health and safety legislation and best practice.
- **Essential** - Working knowledge of human resources legislation and best practice.
- **Essential-** Working knowledge of using a financial IT system and Microsoft Office
- **Desirable-** Experience in First-Tier (Leaseholder) Tribunal/ proceedings, ideally having given evidence.

Skills

- **Essential-** Able to write detailed reports and interpret performance data.
- **Essential-** Able to demonstrate a high level of numeracy.
- **Essential-** Able to lead and motivate staff.
- **Essential-** Able to apply good judgement and resolve problems.
- **Essential-** Able to challenge unacceptable behaviour and poor performance (willing to have difficult conversations).

RESIDENTS ARE THE REASON WE ARE HERE

Attributes

- Exemplify the highest standards of professional performance and behaviour.
- Be positive and resilient; able to deal with set-backs.
- Take responsibility for resolving problems.
- Be able to shuffle competing workloads and prioritise conflicting demands,
- Be able to working pressurised environments and deal with emergencies when they arise.
- Work co-operatively with colleagues and resident representatives.
- Treat colleagues and residents on an equitable basis, without discrimination, recognising their specific needs, pressures and problems.
- Be committed to their own continuing professional development and that of their team.