

PERSON SPECIFICATION

POST: Mobile Facilities Officer		DATE: January 2018	
1.	Education and Experience	Essential	Desirable
1.1	Skilled in gardening, maintenance and/or cleaning duties.	*	
1.2	Previous experience of delivering Estates Management services within Social Housing or similar service.	*	
1.3	Good knowledge of computers, including email and Microsoft packages.		*
1.4	Experience of working with and adhering to Health & Safety policy, and following Work Method Statements.	*	
1.5	Sound gardening experience preferably from a commercial or Housing perspective.	*	
1.6	Experience in relevant trade or service (e.g. joinery, electrical, plumbing, construction industry, landscaping etc).		*
2.	Knowledge, Skills and Abilities	Essential	Desirable
2.1	Flexible and adaptable approach to workload, and ability to work under pressure.	*	
2.2	Full clean driving licence held for a minimum of 12 months.		*
2.3	Commitment to own personal development.	*	
2.4	Ability to follow instructions and guidance in order to deliver a first class proactive and reactive service within a Social Housing environment (or other similar).	*	
2.5	Ability to professionally liaise/communicate with contractors and residents to ensure appropriate level of service is continually delivered.	*	
2.6	Ability to use own initiative when carrying out tasks and manage time efficiently.	*	
2.7	Commitment to the positive development of facilities services delivered to residents.	*	
2.8	Ability to work as part of a team or on own autonomy.	*	