# Site Manager Person Specification

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|  | **CRITERIA** |
| **QUALIFICATIONS****(Desirable)** | * Level 2/3 Diploma (or equivalent) in a relevant trade, and proficient technical and practical skills.
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| **EXPERIENCE** | * Ideally previous relevant site or facilities management experience including supervisory experience.
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| **SKILLS AND ABILITIES** | * Have a broad range of DIY skills and / or trade
* Wider awareness of the related working environment eg client groups.
* Use of wide range of machinery/equipment eg gardening and general maintenance.
* To organise others and own workload in order to achieve the job.
* Ability to identify changes required to work routines and act upon them in liaison with supervisors, clients and others as relevant.
* Ability to maintain accurate and timely records as required by the role e.g. weekly testing of fire alarm
* Ability to deal with everyday problems and to identify which problems should be referred to Line Manager.
* Ability to monitor job activities as required by the role.
* Ability to understand information and advise / liaise with others as required.
* Ability to be receptive to information being communicated (which can be non- verbal), contribute to its interpretation and pass on to others as appropriate.
* Has written and numeric skills in order to complete detailed records and reports.
* Ability to listen, observe and contribute to discussions as required for the role e.g. work plans, etc.
* Ability to influence, encourage, persuade and negotiate with others to achieve desired results (e.g. to diffuse bad behaviour, to ensure work is carried out in accordance with plans, etc.).
* Ability to communicate using information technology as required for the role.
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| **KNOWLEDGE** | * Knowledge and expertise in minor maintenance and repair.
* Knowledge of financial/ordering/monitoring procedures as required.
* Knowledge of how own job fits into the activity and role of the area/site.
* Understands and able to apply Health and Safety procedures relevant to the job such as:
	+ Manual handling as the work will entail some moving / lifting
	+ Safe use of machinery and/or equipment.
	+ COSHH
	+ First Aid and Hygiene Practice.
	+ Working at Height
	+ Lone working procedures and responsibilities.
* Able to recognise and to deal with emergency situations.
* Will need to undertake training to keep knowledge up to date.
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