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**Person Specification:** Site Manager

The following outlines the criteria for this post. Applicants who have a disability and who meet the criteria will be shortlisted.

Applicants should describe in their application how they meet these criteria.

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|  | **CRITERIA**  |
| **QUALIFICATIONS** | * Level 2/3 Diploma (or equivalent) and proficient technical and practical skills.
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| **EXPERIENCE** | * Previous relevant experience including supervisory experience.
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| **SKILLS AND ABILITIES** | * Wider awareness of the related working environment e.g. client groups.
* Use of wide range of machinery/equipment e.g. kitchen, gardening and general maintenance.
* Sufficient knowledge related to a range of council services and activities in order to train, coach and/or mentor others.
* 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. cash returns, client diaries, contractors’ schedules, etc.
* Ability to deal with everyday problems and to identify which problems should be referred to supervisor.
* Ability to monitor job activities as required by the role.
* Ability to understand information and advise and liaise with others accordingly.
* 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 more 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.
* 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.
* Knowledge of a range of other jobs in the area.
* Understands and able to apply Health and Safety procedures relevant to the job such as:
* Manual handling.
* Safe use of machinery and/or equipment.
* COSHH
* First Aid and Hygiene Practice.
* 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.

**Desirable** * Electrical competence
* Plumbing competence
* Painting and decorating experience
* Ground maintenance experience
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