****

**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.

|  |  |
| --- | --- |
|  | **CRITERIA** |
| **QUALIFICATIONS** | * Level 2/3 Diploma (or equivalent) and proficient technical and practical skills. |
| **EXPERIENCE** | * Previous relevant experience including supervisory experience. |
| **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. |
| **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 |