

Person Specification

Job title	Property Manager	vacant from	March 2019
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Essential	Desirable	*Assessed via:		
		App	Int	Obs
Skills required – what does the jobholder need to be able to do?				
<ul style="list-style-type: none"> Managing a property portfolio Professional communication skills (verbal / written / phone) Manage, develop and engage a team Ability to generate income through networking / other sources Hands-on maintenance issues, customer service and problem-solving Effective record keeping to demonstrate compliance (health and safety/finance/etc.) 	<ul style="list-style-type: none"> Successfully writing bids and funding applications Training in-house team in Health and Safety / customer care skills 			
Knowledge base – what does the jobholder need to know?				
<ul style="list-style-type: none"> Relevant property management / business lettings regulations and compliance needs Managing tenancy agreements to maximise both occupancy and income consistently 	<ul style="list-style-type: none"> ISO 14001 Environmental management 			
Qualifications / vocational training - required to do the job				
<ul style="list-style-type: none"> IOSH Managing Safely 	<ul style="list-style-type: none"> NEBOSH Fire Safety, Risk Management & Occupational Health and Safety 			

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Experience – what level of previous experience is required by the jobholder?				
<ul style="list-style-type: none"> • Relevant experience in facilities / estate management • Handling a full and varied workload • Project management (planning, implementing, monitoring and evaluating) • Contractor management and negotiation • Working with planned, preventative maintenance (PPM) programmes • Budgeting and forecasting 	<ul style="list-style-type: none"> • Experience of operating with the senior management team 			
Personal attributes – what special qualities are required by the jobholder? <i>(Consider carefully what is actually necessary for the job role – qualities must be justifiable & not discriminatory)</i>				
<ul style="list-style-type: none"> • Prepared to be a key holder / emergency contact for multiple units • Self-disciplined / self-motivated • Proactive problem-solver • Excellent time management • Trustworthy & honest 	<ul style="list-style-type: none"> • Driver and use of own car 			

Key	App - Application Form	Int - Interview	Obs - Observation
Prepared by			Date