

PERSON SPECIFICATION

Job Title	Facilities Manager
Department	Facilities
Location	North Devon Hospice, Deer Park, Barnstaple, Devon EX32 0HU

	Essential	Desirable	Method of assessment
Qualifications	<ul style="list-style-type: none"> • NEBOSH, Certificate level or above • Educated to degree level or with equivalent relevant experience 	<ul style="list-style-type: none"> • First aid qualification • Facilities Management qualification (BIFM) 	Application form, interview, references, and certificate check
Experience	<ul style="list-style-type: none"> • Demonstrable management experience • Experience in managing SLAs and KPIs • Experience of contract management • Experience in managing health and safety and statutory compliance • Experience of developing and evaluating audit systems to ensure continuous improvement 	<ul style="list-style-type: none"> • Experience of working in a catering environment • Experience of working in the healthcare or charity sector 	Application form, interview, references, and certificate check
Skills and Knowledge	<ul style="list-style-type: none"> • Experience in risk management and mitigation of risk • Able to lead, motivate and manage a team within a complex organisation • Ability to work on own initiative, prioritise and work to tight deadlines • Ability to write risk assessments and carry out inspections and audits • Analytical and problem solving skills 	<ul style="list-style-type: none"> • Experience in preparing options appraisals and business cases • Ability to develop and implement Health & Safety policies • Assisting with preparation of budgets, and working within delegated budgets to achieve value for money 	Application form, interview, references, and certificate check
Personal Qualities	<ul style="list-style-type: none"> • Self-motivation and personal drive to complete tasks to the required timescales and quality standards • An eye for detail and a passion for excellence • Forms and promotes positive 		Application form, interview, references, and certificate check

	<p>relationships with and between people who use our services, staff, volunteers, patients and representatives of outside agencies</p> <ul style="list-style-type: none"> • Excellent communication skills, ability to produce materials of a professional nature in line with required deadlines • Proficient in Microsoft Office suite • High level of personal resilience 		
<p>Additional Requirements</p>	<ul style="list-style-type: none"> • Able to travel across North Devon, not relying on public transport 		