

SOUTH WALES FIRE AND RESCUE SERVICE

PERSON SPECIFICATION

DEPARTMENT	Major Projects and Property Services Corporate Support Directorate
POST TITLE	Building Facilities Manager
POST NO.	NU141
GRADE	Grade 10
LOCATION	Fire Service Headquarters, Forest View Business Park, Llantrissant CF72 8LX

Only the Criteria marked with an **Asterisk *** will be used for short-listing purposes.

It is essential that your application is structured so that it **addresses each of the Criteria highlighted and marked with an Asterisk in the order in which they appear on the Person Specification.**

You should provide clear evidence that demonstrates you meet each area based on your skills, knowledge experience and abilities relevant to the post.

FACTOR	EVIDENCE	ESSENTIAL/ DESIRABLE	HOW IDENTIFIED
KNOWLEDGE/ EXPERIENCE	Experience of managing the hard facilities of a commercial property portfolio spread over a large geographical area	Essential *	Application Form /Interview
	Knowledge of all types of hard facilities including hot and cold water, heating and ventilation, lighting, generators, alarm, lifts and building management systems	Essential*	Application Form /Interview
	Evidence of training in legislation, regulations, codes of practice relevant to facilities management	Desirable	Application Form/Interview

	<p>Relevant qualification such as ILM Level 3, BIFM Level 4, 5 or 6 qualification in Facilities Management, or committed to achieving a relevant qualification</p> <p>Foundation degree, postgraduate qualification in estate management / facilities management or other relevant subject</p> <p>Experience of public sector procurement including writing specifications, evaluating and managing service and maintenance contracts</p>	<p>Desirable</p> <p>Desirable</p> <p>Desirable</p>	<p>Application Form/Interview</p> <p>Application Form/Interview</p> <p>Application Form/Interview</p>
<p>MENTAL SKILLS</p>	<p>Ability to use analytical and problem solving skills to make informed decisions</p> <p>Good time and workload management skills</p> <p>Ability to prioritise requests / tasks</p>	<p>Essential*</p> <p>Essential</p> <p>Essential*</p>	<p>Application Form / Interview</p> <p>Application Form/Interview</p> <p>Application Form / Interview</p>
<p>INTERPERSONAL AND COMMUNICATION SKILLS</p>	<p>Good organisational skills</p> <p>Good written and verbal communications skills</p> <p>Experience in drafting reports for senior managers in relation to facilities management issues</p>	<p>Essential</p> <p>Essential</p> <p>Desirable</p>	<p>Application Form/Interview</p> <p>Application Form/Interview</p> <p>Application Form/Interview</p>
<p>INITIATIVE AND INDEPENDENCE</p>	<p>Ability to work without supervision and as part of a multi-disciplinary team</p>	<p>Essential</p>	<p>Application Form/Interview</p>
<p>MENTAL DEMANDS</p>	<p>Ability to work within tight deadlines and with competing priorities</p>	<p>Essential</p>	<p>Application Form/Interview</p>
<p>RESPONSIBILITY FOR PHYSICAL RESOURCES</p>	<p>Budget management experience</p> <p>Experience of managing contractors and suppliers</p>	<p>Essential</p> <p>Essential</p>	<p>Application Form/Interview</p> <p>Application Form/Interview</p>

OTHER	<p>Commitment to the Fire & Rescue Authority's Equal Opportunities Policy</p> <p>Ability to speak Welsh or committed to learning Welsh</p> <p>Ability to travel</p>	<p>Essential *</p> <p>Desirable</p> <p>Essential</p>	<p>Application Form /Interview</p> <p>Application Form/Interview</p> <p>Application Form/Interview</p>
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*** Denotes a Shortlisting Criteria.**

Please ensure that you address these requirements in your application form.