

## SOUTH WALES FIRE AND RESCUE SERVICE

### PERSON SPECIFICATION

<b>DEPARTMENT</b>	Property Services Department
<b>POST TITLE</b>	Building & Maintenance Co-ordinator/Manager
<b>POST NO</b>	502964
<b>GRADE</b>	Career Grade 9 -13
<b>LOCATION</b>	South Wales Fire and Rescue Service Headquarters, Llantrisant

Essential criteria marked in **bold** with an asterisk\* will be used for short-listing purposes. Please ensure you address these requirements in your Application Form (under the '*Experience and Other Information*' section). You should provide clear evidence that demonstrates you meet each area based on your skills, knowledge, experience and abilities relevant to the post.

Where a qualification is highlighted as being an 'Essential Criteria', you will be required to provide a copy of your Certificates with your Application Form.

<b>Factor</b>	<b>Evidence</b>	<b>Essential/ Desirable</b>	<b>How Identified</b>
<b>Qualifications</b>	<b>Professional qualification in Construction Project Management and/or relevant experience within a construction environment</b>	<b>Essential*</b>	<b>Application*/ Certificate</b>
	Asbestos awareness qualification	Desirable	Certificate
<b>Factor</b>	<b>Evidence</b>	<b>Essential/ Desirable</b>	<b>How Identified</b>
<b>Knowledge/ Experience</b>	<b>Experience in managing the delivery of planned and reactive works for a property portfolio</b>	<b>Essential*</b>	<b>Application*/ Selection</b>
	<b>Experience of preparing specifications and managing the procurement process for the appointment of contractors/consultants in relation to planned and reactive maintenance works</b>	<b>Essential*</b>	<b>Application*/ Selection</b>

	<p>Practical knowledge of Microsoft Office packages e.g. Outlook, Word, Excel etc.</p> <p>Experience in the management of major projects and administering the terms of standard forms of building contract</p> <p>Experience in providing advice on building issues to deliver best value solutions in a public sector environment</p> <p>The ability to communicate through the medium of Welsh</p>	<p>Essential</p> <p>Essential</p> <p>Desirable</p> <p>Desirable</p>	<p>Selection</p> <p>Application / Selection</p> <p>Application</p> <p>Application</p>
<b>Personal Style</b>	<p>Having an understanding and respect for people's differences and being committed to adopting a fair approach to others</p> <p><b>Ability to work in full compliance with organisational policy/procedures, and legislative guidance and statutory requirements</b></p>	<p>Essential</p> <p><b>Essential*</b></p>	<p>Selection</p> <p><b>Application*/ Selection</b></p>
<b>Factor</b>	<b>Evidence</b>	<b>Essential/ Desirable</b>	<b>How Identified</b>
<b>Interpersonal</b>	<p><b>Ability to work effectively with others both within the Fire and Rescue Service and external contractors.</b></p> <p>Ability to communicate effectively both orally and in writing to a range of different audiences.</p> <p>Commitment to and ability to develop self, individuals and teams to improve organizational effectiveness.</p>	<p><b>Essential*</b></p> <p>Essential</p> <p>Essential</p>	<p><b>Application*/ Selection</b></p> <p>Selection</p> <p>Selection</p>

Task		Essential*	Application*/ Selection
	<b>Ability to understand, recall, apply and adapt relevant information in an organised, safe, systematic way to make appropriate decisions and create practical solutions ie Good problem-solving and lateral thinking skills</b>		
	Ability to work to tight deadlines and changing priorities	Essential	Selection
	Ability to maintain an active awareness of the environment to promote safe and effective working	Essential	Selection Selection
	Ability to adopt a conscientious and proactive approach to work to achieve and maintain excellent standards	Essential	Selection

All documentation is available in both English and in Welsh and we welcome communication in either language.

**This job involves travel throughout the Service area. As such, the successful applicant must be able to travel.**

**There is a requirement for the post holder to be included within an ‘on call’ rota responding to maintenance issues outside of normal office hours.**

