

**SOUTH WALES FIRE AND RESCUE SERVICE**  
**PERSON SPECIFICATION**

<b>DEPARTMENT</b>	Property Services Department
<b>POST TITLE</b>	Facilities Management Coordinator
<b>POST No</b>	NU137
<b>GRADE</b>	7
<b>LOCATION</b>	South Wales Fire and Rescue Service Headquarters

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>IWFM or similar relevant Facilities Management qualification and/or relevant experience within a Facilities environment*</b>	<b>Essential*</b>	<b>Application*/ Certificate</b>
	NEBOSH/IOSH – National Certificate in Construction Health & Safety Level 3	Desirable	Certificate
	Asbestos awareness qualification or committed to achieving a relevant qualification	Desirable	Certificate
<b>Knowledge/ Experience</b>	<b>Experience of administering requests or defects from a Property Helpdesk or other similar system*</b>	<b>Essential*</b>	<b>Application*/ Selection</b>
	<b>Experience of writing reports and/or specifications relating to minor Building/Facilities works*</b>	<b>Essential*</b>	<b>Application*/ Selection</b>
	Experience in administering the terms of standard forms of termed service contracts such as NEC.	Desirable	Application/ Selection
<b>Knowledge/</b>	Practical knowledge of Microsoft Office basic	Essential	Application/

<b>Experience</b>	packages e.g. Outlook, Word, Excel etc.		Selection
	Experience of coordinating planned and reactive facilities works for a property portfolio of multiple sites	Essential	Application/ Selection
	Experience of evaluating minor repairs and processing subsequent invoices for payment	Desirable	Application/ Selection
	The ability to communicate through the medium of Welsh	Desirable	Application
<b>Personal Style</b>	An understanding and respect for people's differences. Committed to adopting a fair approach to others	<b>Essential</b>	<b>Application*/ Selection</b>
	Ability to work in full compliance with confidentiality policies and procedures	Essential	Selection
<b>Intrapersonal</b>	<b>Ability to work effectively with others both within the Fire &amp; Rescue Service and external contractors. Resolving and defusing difficult situations with appropriate interpersonal skills*</b>	<b>Essential*</b>	<b>Application*/ Selection</b>
	Ability to communicate effectively both orally and in writing to a range of different audiences	Essential	Selection
<b>Task</b>	<b>Ability to understand, recall, apply and adapt relevant information in an organised, safe, systematic way e.g. identify defects, specify required repairs and take appropriate action with limited supervision*</b>	<b>Essential*</b>	<b>Application*/ Selection</b>
	Good problem-solving and lateral thinking skills	Essential	Application/ Selection
	Ability to work to tight deadlines and changing priorities, e.g. good time management	Essential	Application/ Selection
	Ability to maintain an active awareness of the environment to promote safe and effective working	Essential	Selection

<b>Task</b>	Ability to adopt a conscientious and proactive approach to work to achieve and maintain excellent standards	Essential	Selection
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**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.**