

## PERSON SPECIFICATION

<b>Job Title</b>	<b>Assets &amp; Maintenance Manager</b>	<b>Grade</b>	<b>SM1-3 (£43,577- £45,723)</b>
<b>Reporting To</b>	<b>Director</b>		
<b>Date</b>	<b>May 2019</b>		

Criteria	Essential	Desirable
Excellent communication and development skills		
Customer centred approach, flexible, confident and assertive manner		
Ability achieve aims and objectives		
A methodical and flexible approach to organising and prioritising a varied workload		
Excellent computer literacy and numeracy skills		
Ability to meet demanding personal and team deadlines		
Ability to form effective working relationships with internal and external customers		
Willingness to take responsibility and make decisions		
Experience in schedule of rates		
Can demonstrate good knowledge of current technical legislation, policy and practice including health and safety risks		
Experience of performance monitoring		
Experience in gas safe contracts		
Experience in supporting change within a team or organisation		
Experience of improving service delivery		
Experience of using SDM		
Experience in working with a range of external partners and agencies to deliver excellent maintenance services		
Possession of a relevant professional qualification or knowledge and experience at an equivalent level		
Hold a driving license and have use of a car , insured for business use during the working week		
Flexibility to work out-with office hours eg attend evening meetings		

## Competency matrix

Analytical Thinking	Entrepreneurship	Negotiating
Building Trust	Establishing Focus	Organizational Communications
Change Management	Exercising Self-Control/Being Resilient	Partnering/Networking
Coaching	Facilitation	Political Skill
Communicating in Writing	Fiscal Management	Project Management
Communicating Orally	Flexibility	Providing Direction
Conflict Management	Getting Results	Providing Motivational Support
Continual Learning	Influencing Others	Solving Problems
Continual Improvement	Initiative	Systems Thinking
Customer Focus	Innovation	Technical Credibility
Decision Making	Interpersonal Skills	Technology Use/Management
Delegation	Listening	Thinking Strategically
Developing Others	Maintaining Personal Credibility/Meeting Ethical Standards	Valuing and Leveraging Diversity
Emotional Intelligence	Managing Performance	Visioning

### Note

1. Not all competencies need demonstrated all of the time.
2. Annual objective setting will decide on a minimum of 5 key competencies to be demonstrated that year and therefore reviewed the following year
3. A minimum of 3 competencies will be identified for a personal development plan.
4. Our vision and values must be demonstrated above all