

**SITE OFFICER  
PERSON SPECIFICATION**

<b>ATTRIBUTES</b>	<b>ESSENTIAL CRITERIA</b>	<b>DESIRABLE CRITERIA</b>
<b>KNOWLEDGE</b>	<ul style="list-style-type: none"> <li>• Knowledge of maintaining a large public building</li> <li>• Knowledge of managing and operating fire and security systems</li> <li>• ICT literacy</li> </ul>	<ul style="list-style-type: none"> <li>• Health &amp; Safety legislation</li> <li>• Working knowledge of Microsoft Outlook, Word and Excel</li> </ul>
<b>SKILLS &amp; ABILITIES</b>	<ul style="list-style-type: none"> <li>• Strong interpersonal skills</li> <li>• Excellent organisational, prioritisation and time management skills</li> <li>• Ability to work effectively with colleagues at different level</li> <li>• Competent handyman skills</li> </ul>	<ul style="list-style-type: none"> <li>• Qualification in plumbing, electric or carpentry</li> </ul>
<b>EXPERIENCE</b>	<ul style="list-style-type: none"> <li>• Experience in a similar position</li> <li>• Experience of working within a team</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of working on multiple sites</li> <li>• Experience of managing contractors</li> </ul>
<b>QUALIFICATIONS</b>	<ul style="list-style-type: none"> <li>• 5 GCSE's (including English and Maths)</li> </ul>	<ul style="list-style-type: none"> <li>• Site Management qualification</li> </ul>
<b>PERSONAL CIRCUMSTANCES</b>	<ul style="list-style-type: none"> <li>• Motivated and enthusiastic</li> <li>• Positive "can do" attitude</li> <li>• Diplomatic</li> <li>• Ability to work under pressure</li> <li>• Prepared to work flexibly (occasional evenings and weekends if required)</li> <li>• Full driving licence and use of own vehicle</li> </ul>	
<b>EQUALITY</b>	Candidates must demonstrate understanding of, acceptance and commitment to the principals underlying equal opportunities. (A & I)	
<b>CUSTOMER CARE</b>	Knowledge and understanding of effective customer care (A & I)	