

PERSON SPECIFICATION – Estates Manager (Projects)

	ESSENTIAL	DESIRABLE	ASSESS BY
QUALIFICATIONS KNOWLEDGE/ PREVIOUS EXPERIENCE	<p>Degree in Engineering/Construction related subject or equivalent.</p> <p>Post graduate knowledge and experience gained by working in a similar role.</p>	<p>Post Graduate Diploma in Engineering/ Construction related subject or equivalent experience.</p> <p>Authorised Person.</p>	A & I
SKILLS	<p>Excellent communication skills particularly around negotiation (contractor cost variations etc.) and project based technical exchanges. Communication with Trust Board, senior managers, contractors and Estates Staff.</p> <p>Ability to write detailed & accurate reports and analyse data.</p> <p>Prepare accurate technical drawings using AutoCAD and Revit.</p> <p>Able to read technical drawings and specifications.</p> <p>Use relevant tools and measuring equipment.</p> <p>Ability to prioritise own work, across the Division, liaising with other staff & teams.</p> <p>Plan estates projects, including liaison with contractors, suppliers and Trust staff.</p> <p>Complete projects on time, within budget and to required standards.</p> <p>Management of contractors working on schemes.</p> <p>Able to use own judgement across estates projects, including project related issues and design options taking into account factors such as legislation, Health & Safety, costs, timescales etc.</p> <p>Responsibility to approve payments to contractors or consultants against orders or payment certificates.</p> <p>Financial awareness in contractor variations and control of project budgets.</p> <p>Knowledge of construction contracts such as NEC or JCT.</p> <p>Manage Contractors on site and chair site meeting as necessary. Deal with contractor grievances and performance.</p>		A & I

	<p>Ability to concentrate and focus on detail whilst in a busy office.</p> <p>Adhere to and contribute to the ongoing development of Capital Procedures.</p>		
VALUES	<p>A commitment to quality and safety.</p> <p>Recognition of the importance of showing respect, dignity and compassion to patients and colleagues.</p> <p>A listening, learning and leading approach.</p> <p>A commitment to work together to create the best outcomes.</p> <p>Demonstrate the Trust's values around raising concerns at work, and how to treat others who raise concerns.</p>		<p>A & R</p> <p>A & I</p>
BEHAVIOURS	<p>Must be willing to act as a role model.</p> <p>Must be willing to take personal responsibility.</p> <p>Must have the courage to speak up.</p> <p>Must value and appreciate the worth of others.</p> <p>Must perform to the best of your ability.</p>		<p>A & R</p> <p>A & I</p>
<p>PHYSICAL REQUIREMENTS <i>(Reasonable adjustments will be made under the Disability Discrimination Act)</i></p>	<p>Good attendance record.</p> <p>Ability to perform a wide range of duties according to the Job Description.</p> <p>Working at height.</p> <p>Carrying of work equipment.</p> <p>Use PPE as required as working conditions may on occasions be harmful or unpleasant.</p>		<p>A & I</p>

KEY: Application form = A Interview = I References = R Skills test = S