



## PERSON SPECIFICATION – ESTATES MANAGER

ESSENTIAL	DESIRABLE
<b>Qualifications/Education/Training</b>	
<ul style="list-style-type: none"> <li>• Appropriate horticultural qualification</li> <li>• Hold or be prepared to study for IOSH qualification or similar</li> </ul>	<ul style="list-style-type: none"> <li>• Formal Management Qualification</li> <li>• Recognised HR Qualification</li> <li>• Project Management Qualification</li> <li>• Appropriate Estates Management qualification</li> <li>• Play area inspection qualification</li> <li>• Current certificates of competence for pesticide application</li> <li>• First Aid Training</li> <li>• Manual handling</li> </ul>
<b>Experience/Knowledge</b>	
<ul style="list-style-type: none"> <li>• Knowledge of Health &amp; Safety policies and procedures</li> <li>• Managing Staff, Facilities &amp; Projects.</li> <li>• Organisational and administrative experience in a structured environment.</li> <li>• Experience of monitoring processes.</li> <li>• Experience of governance structures in a modern organisation.</li> <li>• Experience of dealing with the public/customers.</li> <li>• Working knowledge of procurement processes.</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of working for/with a local council or similar body.</li> <li>• Knowledge and understanding of issues concerning work with disadvantaged and diverse communities</li> <li>• Experience of formal committee work: agenda preparation &amp; minute taking.</li> <li>• Delivering training.</li> <li>• Knowledge of Local Government responsibilities, systems and procedures and the governance, operation and legal framework in which the Council</li> </ul>

	operates including procurement processes within the public sector.
<b>Skills and competencies</b>	
<ul style="list-style-type: none"> <li>• Excellent knowledge of horticulture and grass cutting operations and required standards</li> <li>• Ability to work to strict deadlines and under pressure.</li> <li>• Ability to advise and support managers and staff with challenging HR issues.</li> <li>• Good Standard of Literacy &amp; Numeracy.</li> <li>• Ability to communicate effectively, both verbally and in writing, with others at all levels, both internally and externally including the ability to produce understandable and concise written reports on complex topics.</li> <li>• High level of interpersonal skills with the ability to develop and maintain good relationships with staff, councillors, external bodies, contractors and the public and work as part of a team.</li> <li>• Strategic level organisational and administrative skills including the ability to develop, implement and monitor effective systems and procedures.</li> <li>• Ability to organise and prioritise own and others work with limited supervision.</li> <li>• Management skills with ability to monitor performance of others to achieve targets.</li> <li>• IT literate with sound working knowledge of MS Office packages.</li> <li>• Effective problem-solving skills – ability to analyse problems and situations and create, gain support for and implement practical solutions that meet the needs of the Council.</li> <li>• Show self-confidence when communicating with staff and managers at all levels.</li> <li>• Ability to maintain confidentiality.</li> </ul>	<ul style="list-style-type: none"> <li>• Practical experience of appropriate tools and machinery and their safe operations</li> </ul>

**Personal Attributes**

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| <ul style="list-style-type: none"><li>• Ability to lead and manage a team of staff on a day-to-day basis</li><li>• Current full driving licence</li><li>• Willingness to undertake further training to improve</li><li>• Self-reliant &amp; Self-motivated.</li><li>• Flexible, pro-active and "hands-on" approach to tasks</li><li>• Trustworthy with confidential information</li><li>• Community focussed</li><li>• Commitment to the delivery of quality service</li><li>• Personal commitment to own professional development</li><li>• Ability to foster good relations</li><li>• Mature and common sense approach</li></ul> | <ul style="list-style-type: none"><li>• A good sense of humour</li><li>• Business acumen.</li><li>• Articulate speaker in public.</li></ul> |
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**Special Conditions**

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| <ul style="list-style-type: none"><li>• Willingness to attend Council and Committee meetings and functions in the evenings and at weekends.</li><li>• Prepared to work varied hours to meet the needs of the post.</li><li>• Willingness to travel to a variety of sites.</li><li>• Must be flexible, as the post may be based at various locations.</li></ul> |  |
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