



Head of Property Services – Person Specification

Key Attribute	Essential	Desirable
Educational Achievements	• Education to degree level with a relevant qualification	• Professional Qualification in Building/Construction or equivalent Member of Chartered Institute of Building
Skills & Abilities	• Accurate and Informative Report Writing • Good verbal and written communication skills • Skilled in use of Excel and Word • Ability to analyse reports and spot trends • Skills & confidence in negotiating particularly with contractors • Self-motivated • Ability to work to deadlines • Ability to manage a team of repairs and maintenance staff • Confidence in communicating with tenants and other members of the public • Able to demonstrate initiative and flexibility in managing workload and project management	• Good presentation skills • Able to work well with a voluntary management committee

Key Attribute	Essential	Desirable
Experience	• Experience in Maintenance or construction industry • Project management experience in a variety of construction / maintenance related disciplines • Relevant experience in a maintenance management environment • Working with contractors and consultants in a team environment • Preparation of Life Cycle costing and cyclical maintenance programming • Budget planning, reporting and monitoring • Contract supervision • Policy development and implementation • Procurement of contractors and consultants • Staff supervision	• Fundraising for capital projects from various sources such as HEEPS ABS, ECO and Government sources • Experience of working in social housing • Experience of new build projects
Knowledge	• Technical specifications and building standards • Control of Asbestos regulations • Gas safety legislation • Working knowledge of Microsoft Word and Excel computer packages • CDM Regulations and other relevant Health & Safety standards • Principles of internal controls and risk assessments	• Risk Management and Internal Control systems for repair and maintenance • Benchmarking • Sustainability in housing design and construction • Knowledge of computerised repair & asset management systems • Knowledge of social housing energy efficiency standards • Knowledge of social housing landlord's health and safety control manual

Key Attribute	Essential	Desirable
Values/Attitudes	• Demonstrate a knowledge of equal opportunities principles and practice • Committed to Continuous improvement • Customer focused • Professional approach, displaying honesty and integrity • Respect for customers and colleagues	
Other requirements		• Full driving licence and use of own car