

Estates Manager – Person Specification.

Factor	Essential	Desirable
Qualifications & Professional Memberships	<ul style="list-style-type: none"> • Educated to a minimum of degree level or equivalent and/or holder of a recognised qualification e.g. MRICS • Demonstrates a willingness to undertake relevant training for the role. 	<ul style="list-style-type: none"> • NEBOSH Diploma in Health & Safety management
Experience	<ul style="list-style-type: none"> • 2 years post qualification experience in a building surveyors' / health & safety position • Experience of providing professional advice to a range of managers and staff on building matters including health and safety issues requirements • Proven experience of managing multi-site maintenance planning • Proven experience in overseeing building repairs and alterations in line with budget requirements • Managing the completion of H&S building Inspections and analysis to help support continuous improvement • Experience of conducting job related investigations • Proven people management skills • Demonstrate successful project management experience • Budget management 	
Knowledge and Skills	<ul style="list-style-type: none"> • Broad understanding of building regulations and associated legislation • Knowledge of health and safety legislation and current best practice • Understanding of landlord and tenant law and managing lease and license agreements • Ability to engage and develop people's health and safety awareness and skills 	

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	<ul style="list-style-type: none"> • Demonstrate confidence in the use of IT and have a good knowledge of Microsoft packages • Knowledge of commercial insurance and claims management 	
Personal Characteristics	<ul style="list-style-type: none"> • Excellent communications skills and a good team player • Ability to demonstrate customer sensitivity and awareness. • Able to work in a professional manner and committed to the demonstration of respect and compassion towards those we work with. 	
Special Requirements	<ul style="list-style-type: none"> • Satisfactory completion of an Enhanced DBS check. • Able to travel independently across the east end of the city • High personal standards and self-discipline in working to deadlines 	