



### Person Specification

<b>JOB TITLE:</b>	<b>Trust Estates and Premises Manager</b>
<b>DATE:</b>	<b>June 2023</b>
<b>STATUS:</b>	<b>Final</b>

<b>CRITERIA</b>	<b>Essential/ Desirable</b>	<b>Application</b>	<b>Tasks</b>	<b>Interview</b>	<b>Yetting Checks</b>
-----------------	---------------------------------	--------------------	--------------	------------------	---------------------------

<b>Knowledge and qualifications</b>					
-------------------------------------	--	--	--	--	--

1. Relevant professional qualification (minimum HNC/HND level 4/5) or undergraduate degree	E	✓			✓
2. Health & Safety safety qualification – IOSH or NEBOSH	E	✓			✓
3. Demonstrable commitment to ongoing continuous professional development	E	✓		✓	✓
4. IOSH Membership	D	✓			✓
5. Project management qualification or equivalent level of demonstrable knowledge	D	✓			✓

<b>Experience</b>					
-------------------	--	--	--	--	--

6. Broad range of experience within estates, premises and health and safety, including budget and line management responsibilities	E	✓			
7. Planning, prioritising and scheduling estate activities, managing capital programmes of works and monitoring performance against agreed time and cost targets.	E	✓	✓	✓	
8. Working with external third parties and specialists and managing service contracts and working within Construction, Design, and Management requirements	E	✓	✓		
9. Experience of developing a health and safety culture, including effective risk identification, assessment and mitigation	E	✓	✓	✓	
10. Understanding of sustainability challenges, opportunities and associated strategies	D	✓		✓	

11. Experience of working in an education environment	D	✓			
<b>Skills and competencies</b>					
12. Builds effective working relationships at all levels within an organisation and with external partners	E			✓	
13. Ability to plan, prioritise and manage own workload independently to meet deadlines	E	✓	✓	✓	
14. Excellent oral and written communication skills	E	✓		✓	
15. Good IT skills with advanced knowledge of Microsoft Office suite or equivalent products	E	✓	✓		
16. Able to analyse and interpret complex data and present such information to a variety of audiences	E	✓	✓	✓	
17. Ability to persuade, motivate, negotiate and influence to implement good practices across an organisation and ensure compliance	E	✓		✓	
18. Knowledge and understanding of relevant policies, codes of practice/procedures and relevant legislation	E	✓		✓	
19. Understanding of risk management principles and developing assurance reporting systems	D	✓	✓		
<b>Other</b>					
20. Embraces and display the NEAT core value: Aspirational; Collaborative; Inclusive; Innovative; Responsible	E			✓	✓
21. No disclosure about criminal convictions, barring or misconduct that is considered to make the candidate unsuitable for this particular role	E	✓		✓	✓
22. No concerns about medical fitness or attendance that is considered to make the candidate unsuitable for this particular role	E				✓
23. Able to travel between head office and school sites across North East England	E	✓			