



## CYCLICAL MAINTENANCE MANAGER PERSON SPECIFICATION

<i>Attributes</i>	<i>Requirements</i>	<i>Method of Assessment</i>
<i>Skills/Abilities</i>	<ul style="list-style-type: none"> <li>▪ Detailed working knowledge of cyclical maintenance and service contracts (E)</li> <li>▪ Proven track record of controlling costs within planned works and achieving value for money (E)</li> <li>▪ Ability to monitor/improve performance of contractors and resident satisfaction (E)</li> <li>▪ Proven track record in ensuring all statutory requirements are met (E)</li> <li>▪ Ability to monitor output and forecast future spend (E)</li> <li>▪ Understanding of procurement routes (E)</li> <li>▪ Ability to liaise at senior level both internally and with outside agencies (E)</li> <li>▪ Good interpersonal and negotiation skills (E)</li> <li>▪ Good written and verbal communication skills (E)</li> <li>▪ Ability to work with minimal supervision (E)</li> <li>▪ Ability to motivate staff (E)</li> <li>▪ Ability to deliver complex projects on time and to budget (E)</li> <li>▪ Computer Literate and fully conversant with the uses of Microsoft Office (E)</li> <li>▪ Ability to produce strategic documents (E)</li> <li>▪ Ability to interpret complex information (E)</li> <li>▪ Ability to make recommendations for change supported by evidence (E)</li> </ul>	<p>Application Form/Interview</p> <p>Application Form/Interview</p> <p>Application Form/Interview</p> <p>Application Form/Interview/Test</p> <p>Application Form/Interview</p> <p>Application Form/Interview</p> <p>Application Form/Interview</p> <p>Application Form/Interview/Test</p> <p>Application Form/Interview</p> <p>Application Form/Interview</p> <p>Application Form/Interview/Test</p> <p>Application Form/Interview</p> <p>Application Form/Interview</p> <p>Application Form/Interview/Test</p> <p>Application Form/Interview/Test</p>

<p><b><i>Experience/Qualifications</i></b></p>	<ul style="list-style-type: none"> <li>▪ HNC Building Studies or equivalent (E)</li> <li>▪ Professional qualification or equivalent (D)</li> <li>▪ Experience of compliance with electrical, gas safety, asbestos, water hygiene, fire prevention and other Health and Safety requirements (E)</li> <li>▪ Experience of producing workplans (E)</li> <li>▪ Repairs/Planned Management experience (E)</li> <li>▪ Production of policies and procedures (E)</li> <li>▪ Supervision of Staff (E)</li> <li>▪ Knowledge of the Regulatory reform and changing housing environment (E)</li> <li>▪ Experience of managing complaints and customer feedback(E)</li> <li>▪ Presentations skills to outside agencies, Senior Managers and Board of Management (E)</li> <li>▪ Contract Management (E)</li> </ul>	<p>Evidence of Qualifications Evidence of Qualifications</p> <p>Application Form/Interview Application Form/Interview Application Form/Interview Application Form/Interview Application Form/Interview Application Form/Interview Application Form/Interview Application Form/Interview Application Form/Interview</p>
<p><b><i>Other Requirements</i></b></p>	<ul style="list-style-type: none"> <li>▪ Knowledge of Co-regulatory approach to regulation (E)</li> <li>▪ Knowledge of TSA Local Offers (E)</li> <li>▪ Practising and promoting equality of opportunity and non-discriminatory practices (E)</li> <li>▪ Flexible and Approachable (E)</li> <li>▪ Good time management skills (E)</li> <li>▪ Good tact and diplomacy (E)</li> <li>▪ Willingness to work out of hours if required (E)</li> <li>▪ Clean driving license (E)</li> </ul>	<p>Application Form/Interview Application Form/Interview Application Form/Interview Application Form/Interview Application Form/Interview Application Form/Interview Application Form/Interview Licence Check</p>

E = Essential

D = Desirable