

## Person Specification

POST:	Estates Assistant	GRADE:	8
DIRECTORATE:	Communities	POST NO:	

<b>COMPETENCIES</b> (All competencies listed are essential to the post)	<b>METHOD OF ASSESSMENT</b> (Application Form/ Interview/Test)
<b>Working Collaboratively</b>	
Works with our partners and the community to achieve the best outcomes in a seamless way.	Interview
<b>One Team One Council</b>	
Encourage a culture of participation where staff feel empowered and valued.	Interview
Builds effective relationships outside immediate team.	Interview
Creates good customer relationships and demonstrates the highest level of customer care.	Interview
Shares a sense of pride in the work of the Council.	Interview
Communicates effectively.	Interview
Professional and polite and earns the respect of management and colleagues.	Interview
<b>Work Smart</b>	
Ensures public money is spent in the smartest way possible.	Interview
Participates in corporate working to ensure integrated service provision.	Interview
Demonstrates a positive can do approach.	Interview
Embraces a culture of continuous improvement.	Interview
Is accountable and transparent and takes responsibility for own actions.	Interview

<b>COMPETENCIES</b> <b>(All competencies listed are essential to the post)</b>	<b>METHOD OF ASSESSMENT</b> <b>(Application Form/ Interview/Test)</b>
Works flexibly and is receptive to new ideas and different ways of working.	Interview
Demonstrates integrity, honesty and trustworthiness as set out in the Council's Code of Conduct.	Interview
Evaluates and manages operational risk.	Interview
Brings commerciality into everyday thinking.	Interview
Organised in terms of prioritising and completing work.	Interview
Takes responsibility for own personal development.	Interview

<b>QUALIFICATIONS</b>	<b>ESSENTIAL/ DESIRABLE</b>	<b>METHOD OF ASSESSMENT</b> <b>(Application/Interview/Test)</b>
Estate management qualifications	<b>Desirable</b>	Application/Interview

<b>SKILLS/KNOWLEDGE/ABILITIES</b>	<b>ESSENTIAL/ DESIRABLE</b>	<b>METHOD OF ASSESSMENT</b>
Knowledge and understanding of the issues relating to the property management of a commercial property portfolio	<b>Essential</b>	Application/Interview
Understanding of relevant legislation	<b>Essential</b>	Application/Interview
Effective personal communication and presentation skills, both verbal and written.	<b>Essential</b>	Application/Interview
The ability to work both independently and as part of a team to deliver an effective Estates service in accordance with professional standards and best practice.	<b>Essential</b>	Application/Interview

<b>EXPERIENCE</b>	<b>ESSENTIAL / DESIRABLE</b>	<b>METHOD OF ASSESSMENT</b> <b>(Application/Interview/Test)</b>
Experience of managing a commercial portfolio.	<b>Essential</b>	Application/Interview
Experience of working for or with public sector organisations	<b>Desirable</b>	Application/Interview
Able to demonstrate sound experience in estate management.	<b>Essential</b>	Application/Interview

<b>ADDITIONAL REQUIREMENTS</b>	<b>ESSENTIAL /DESIRABLE</b>	<b>METHOD OF ASSESSMENT(Application Form/ Interview/Test)</b>
Regular and Reliable Service (the Council does not wish to employ individuals who have a poor history of attendance at work where there is no underlying medical reason for the absence)	<b>ESSENTIAL</b>	<b>References</b>
Demonstrate commitment to equal opportunities together with a clear appreciation of equalities issues.	<b>ESSENTIAL</b>	<b>Application Form/Interview</b>

PREPARED BY: Head of Built Environment	DATE: July 2022
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The Equality Act 2010 - Where appropriate, the duties may be reviewed where an applicant has a disability within the definition of the Act, or an existing employee becomes unable to carry out the full range of duties due to a disability