

Knowes Housing Association

Person Specification for Property Services Manager

	Essential	Desirable
<i>Skills & Abilities</i>	<ul style="list-style-type: none"> • Educated to HND level or equivalent in building, construction, housing or relevant professional qualification • 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 	<ul style="list-style-type: none"> • Good presentation skills • Able to work well with a voluntary management committee • Educated to Degree level and member of a chartered institute.
<i>Experience</i>	<ul style="list-style-type: none"> • 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 	<ul style="list-style-type: none"> • Fundraising for capital projects from various sources such as HEEPS ABS, ECO and Government sources.

<i>Knowledge</i>	<ul style="list-style-type: none"> • 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 	<ul style="list-style-type: none"> • Risk Management and Internal Control systems for repair and maintenance • Benchmarking • Sustainability in housing design and construction • Knowledge of computerised repair system
<i>Values/Attitudes</i>	<ul style="list-style-type: none"> • 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 	
<i>Other requirements</i>		<ul style="list-style-type: none"> • Familiar with the principles of Community Regeneration and Wider Role • Full driving licence and use of own car