

**DEVELOPMENT & ECONOMIC GROWTH
PROPERTY SERVICES**

PERSON SPECIFICATION

Property FM Officer

Grade: 12	Post Number: 5209	
ATTRIBUTES	ESSENTIAL	DESIRABLE
EXPERIENCE	Experience of working in a property maintenance, facilities management role, dealing with reactive and planned maintenance activities and maintaining accurate and up to date records.. Experience of inspecting buildings and M&E installations; obtaining key information including photos and measurements; diagnosing repair issues; preparing condition reports; scheduling and co-ordinating works. Experience of supervising and co-ordinating the work of appointed contractors and suppliers. Including planning, allocating tasks, setting clear expectations and monitoring performance. Carrying out site inspections to check works in progress for accuracy against time, quality and cost criteria.	Recent experience of working within a facilities management role in a Local Government setting. Experience of dealing with FOI requests. Experience of carrying out small works projects from inception to completion.

QUALIFICATIONS	Relevant technical qualification in facilities management or allied discipline, or equivalent substantial experience	Relevant technical qualification to level 4 NVQ in facilities management or allied discipline, or equivalent substantial experience. Membership of IWFM or similar professional body IOSH Managing safely or similar
SPECIALIST KNOWLEDGE & TECHNICAL SKILLS	Knowledge of building and plant maintenance and facilities management practice. Good general knowledge of health and safety legislation in relation to property, and in particular statutory compliance in terms of asbestos and legionella management, gas and electrical safety, and mechanical safety. Knowledge of public-sector procurement legislation and local financial regulations and standing orders Ability to prepare documentation for procurement activity and familiarity with various compliant procurement routes. General understanding of Planning, Building Regulations and other statutory legislation related to property.	Ability to identify service improvements and use data to improve operational efficiency Detailed knowledge of common mechanical and electrical building services systems and equipment and ability to identify features, controls and diagnose common issues Knowledge of sustainable construction techniques and methods for minimising energy use in buildings Knowledge of common building pests and their control. Knowledge of landlord and tenant matters and commercial lease management. Detailed knowledge public sector procurement and practices.
IT SKILLS	Good knowledge and experience of using the following: Microsoft software applications including Word, Excel, Teams, Sharepoint Use of portable/handheld equipment including mobile	Ability to use AutoCad for preparation, alteration and review of digital drawings Experience of using dedicated property management software eg Uniform.

OFFICIAL

	phones, tablets, digital cameras and measuring equipment	Experience of using digital mapping software.
PERSONAL CHARACTERISTICS	Ability to manage and cope with a dynamic workload and fast changing priorities. Ability to work effectively as part of a team. Ability to operate effectively with minimal supervision. Good listening and negotiation skills and ability to solve problems with minimal supervision. Ability to effectively communicate with internal colleagues and external organisations and suppliers in a timely manner and using appropriate written, verbal and face-to-face means Presents and conducts themselves in a professional manner and treats others with dignity and respect.	
SPECIAL WORKING CONDITIONS	Possession of a current driving licence and access to a vehicle to undertake site visits – motor insurance cover must include business use. Ability to visit sites/buildings in various weather conditions and to climb ladders/scaffolds to carry out site inspection activities.	

PREPARED BY: A Hutson

DESIGNATION: Property Services Manager

DATE: 26 October 2026