# Personnel Specification

**Title:** Facilities and Health and Safety Manager

## Essential Criteria

At the closing date applicants must have:

- A recognized qualification in Health and Safety Management (i.e., ISOH Managing Safely or equivalent).
- Two years’ experience of facilities management including Health and Safety, management of budgets, preparing reports, contract management and procurement systems.
- Experience of developing and delivering training.
- A full current driving licence enabling the holder to drive in NI and have the use of a vehicle for official purposes or have access to a form of transport that will enable the candidate to meet the requirements of the post in full.

## Desirable Criteria

- NEBOSH National General Certificate or demonstrable competency to this level.

For those candidates who meet the essential criteria the following competencies will be assessed through a range of tasks

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<th>Leadership</th>
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| **Leadership** | **Leads, involves and motivates others.**  
Actively encourages others to work towards a common goal, delegating as appropriate. |
| Role model | • Demonstrates leadership qualities and professional boundaries in specialist area of work to inspire. |
| Strategic thinking | • Ability to enable leadership to explore own actions and options through skilful facilitation of discussion supporting increased awareness and skill in them. |
| Decision making and problem solving | • Consistently projects a confident, controlled and focused attitude at all times, regardless of the situation or demands on own time.  
• Identifies and leads the actions to bring about success whilst encouraging others to work together to reach a positive outcome. |
| Coaching and mentoring | • Strong inquiry and advocacy skills demonstrating which skill to employ for effectiveness.  
• Listening & responding effectively using substantiated evidence and advice utilising a professional direct approach.  
• Builds capability to enable people to meet future challenges; using a range of experiences as a vehicle for individual and organisational learning. |
| Change management | • The ability to lead a significant change management process through leading from the front and modelling the change required. |
| Conflict Management | • Enhances the learning and group outcomes, including effectiveness or performance by various conflict resolution techniques. |
### Social Emotional Intelligence

- Able to recognise and manage own feelings appropriately and in relationships, as well as understanding what other people are feeling.
- Uses skills needed to handle and influence other people’s emotions effectively.

| Communication | • Uses clear positive communication both within and outside the organisation and at all levels.  
|               | • Expresses issues and concepts clearly and confidently, verbally and in writing and displays active questioning and listening skills.  
|               | • Confident and skilful at delivering difficult messages.  
| Interpersonal Skills | • Establish partnership working with clear roles and responsibilities.  
|               | • Demonstrates resilience, perseverance and positivity with stakeholders.  
| Persuading, influencing and negotiating | • The ability to communicate effectively with a wide range of stakeholders using a range of persuasive, influencing and negotiating skills.  
|               | • Proven ability to deal with confidential matters with discretion.  
| Team work | • The ability to work in a team and co-operation with other team members.  

### Technical Competence

- Demonstrates the knowledge and skill to perform the activities consistently and over time evidencing high quality work and productivity.

| Plan and prioritise | • Provides clear solutions to problems for action setting.  
|                    | • Creates and implements effective plans, to deliver objectives, ensuring priorities are understood and met.  
|                    | • Demonstrable ability to multi-task, work to deadlines and use initiative.  
| Report writing | • Constantly creates reports and documentation which matches the need of the audience/s which is succinct with a clear focus on outcomes, impact and next steps.  
| IT | • Uses a range of IT systems and programmes with efficiency and impact.  

### Commitment to Excellence

- Constantly strives to improve team performance and achievement for the organisation and within the sector. Provides exceptional service and encourages others to do the same. Identifies actions for improvements and ways to add value to service provided to the sector.

| Approach | • Ensures communication and planned actions are challenging, realistic and achievable for sustained improvement (firm but fair).  

### Please Note

It is the applicant’s responsibility to provide sufficient information for the application to be assessed.

Applicants should be aware that essential criteria listed above will be used for eligibility sift purposes. Should shortlisting be required the desirable criteria may also be applied.

The selection process will involve an assessment and competency-based interview.

Applications will also be considered from applicants with relevant formal qualifications considered by Early Years to be of equivalent or higher standard to those stated. If you believe your qualifications are equivalent or, higher than those required, the onus is on you to provide the panel with details of modules studied etc. so that an informed decision can be made.