

Personal Specification

Job title: Senior Estates Manager (Higher Level)

Department: Estate and Facilities

Factors	Essential requirements	Desirable requirements
Qualifications: E.g. Level of Education, professional qualification, registration requirements, evidence of further professional development etc	<ul style="list-style-type: none"> • Educated to Degree level or equivalent level of knowledge or professional qualification to Masters level. 	<ul style="list-style-type: none"> • Membership of appropriate professional body. • Masters Qualification.
Knowledge: E.g. Requirement of technical expertise or knowledge specific to the role	<ul style="list-style-type: none"> • Knowledge of Health & Safety • Knowledge & awareness of Estates legislation's and HTM's • Good knowledge of UK healthcare policy, practices, delivery models, information systems and service standards. 	
Experience: Previous experience relevant to the post E.g. experience necessary to effectively perform role	<ul style="list-style-type: none"> • Management experience preferably within the NHS. • Experience in writing and implementing specifications and Business Cases. • Experience of tendering projects. • Significant experience of interpreting and presenting complex data and information drawing conclusions from and acting on these conclusions to achieve changes in working practices to improve Health and Safety. • Experience of working in a re-active & pressurised environment. 	<ul style="list-style-type: none"> • Experience of working in a Hospital Environment.

<p>Skills and Ability: Additional expertise acquired through practice or training which is a requirement of the post. E.g. Team Leadership, motivational or organisational skills</p>	<ul style="list-style-type: none"> • Excellent interpersonal skills. • Capacity to prioritise workload and ability to work independently with constantly changing demands and requirements. • Excellent IT skills, including ability to use MS Office. • Highly developed communication skills with the ability to communicate on complex matters and difficult situations. • Ability to communicate effectively with clinical, academic and all operational levels of staff. • Ability to analyse and interpret national and other policies for local market conditions. 	
<p>Personal Qualities: Special aptitudes relating to the demands of the post E.g. Team – player, flexible</p>	<ul style="list-style-type: none"> • Presentable, Approachable, Flexible • Work independently, using own initiative. • Appropriately assertive. • Accepts feedback positively. • Positive attitude and positive image. • Integrity, fairness and loyalty. • Resilient and calm under pressure. • Drive and determination to see things through. • Identify and resolve causes of conflict or resistance. • Logical. • Reflects systematically on their personal performance and modifies behaviour accordingly. • Flexible and adaptable in changing circumstances. • Reliable. • Demonstrates personal confidence. • Maintains focus on objectives. • Use change as an opportunity for improvement. • Resourceful. • Patience & Understanding • Ability to interact on all levels • Capable of working in a demand driven service • Working to deadlines 	

Employee Signature _____

Print Name _____ Date _____

Manager Signature _____

Print Name _____ Date _____