



## Person Specification

**Job Title:** Estates IEMS and Maintenance Coordinator

**Selection Criteria:**

CRITERIA	STANDARD	ESSENTIAL/ DESIRABLE	MEASURED BY
<b>Work Experience</b>	Experience of working in a maintenance / facilities environment	E	Interview / Application Form
	Experience of working in an administrative role	E	Application Form
	Experience of working in with Computer Aided Facilities Management System (CAFM)	E	Application form / interview
<b>Knowledge</b>	Understanding of Health and Safety Legislation	E	Interview
	Knowledge of GDPR	D	Interview
<b>Skills</b>	Excellent IT Skills	E	Application Form/Interview
	Ability to input and interpret data	E	Application Form/Interview/Practical Assessment
	Effective written and verbal communication skills	E	Application Form/Interview
	Excellent organisational and time management skills with good attention to detail	E	Interview
<b>Personal Attributes</b>	Ability to work effectively as part of a team and on own initiative	E	Interview
	Integrity and confidentiality	E	Interview