



Baltic Creative CIC
 49 Jamaica Street
 Baltic Triangle
 Liverpool
 L1 0AH

Monday 8th January 2018

PERSON SPECIFICATION

POST: Facilities Management Officer (FMO)
 LOCATION: Baltic Triangle Area (various buildings)
 RESPONSIBLE TO: Managing Director (MD)
 SALARY: £22,000 per annum. 25 Days Leave, flexible working hours, pension.

1. EXPERIENCE	
ESSENTIAL	DESIRABLE
<ul style="list-style-type: none"> • Minimum 2yrs experience in property management. • Understanding Commercial Property Fire Safety & Health & Safety regulations • Delivery of property maintenance and investment services • Managing building repairs / maintenance contracts from inception to completion • Supervision of contractors • Use of computerised maintenance systems 	<ul style="list-style-type: none"> • Conducting property inspection programs and surveys • Working with a Board or tenant-led organization • Planning and controlling budgets
2. EDUCATION / QUALIFICATIONS	
ESSENTIAL	DESIRABLE
<ul style="list-style-type: none"> • A Graduate in a property related discipline or equivalent experience • Good standard of literacy and numeracy 	<ul style="list-style-type: none"> • Facilities Management education / training

3. JOB KNOWLEDGE / SKILLS	
ESSENTIAL	DESIRABLE
<ul style="list-style-type: none"> • Comprehensive knowledge of construction-related health and safety legislation and good practice • Project Management skills • Knowledge of delivery of building services to a tenant base • Excellent written and oral communication skills • Excellent interpersonal skills • Up to date knowledge of building legislation, regulation and good practice • Awareness of the requirement for cost control and Value for Money • Ability to produce high quality reports • Data collation and analysis • Excellent IT skills • Ability to work effectively with customers • Ability to prioritise work in order to meet targets and deadlines • Good understanding of the need for effective financial controls and probity checks. 	
4. PERSONAL QUALITIES	
ESSENTIAL	DESIRABLE
<ul style="list-style-type: none"> • Commitment to high standards of service delivery • Ability to innovate and think creatively • Flexibility • Able to work as a member of a team • Able to work under pressure to meet deadlines • Commitment to equality and diversity 	<ul style="list-style-type: none"> • Commitment to tenant participation and Board involvement
5. OTHER	
ESSENTIAL	DESIRABLE
<ul style="list-style-type: none"> • Willingness to attend meetings outside office hours 	