

# Baltic Creative CIC

## Person Specification

**JOB TITLE:** Assets Officer (AO)

**LOCATION:** Baltic Triangle

**RESPONSIBLE TO:** MD

<b><u>1 - EXPERIENCE</u></b>	
<b><u>Essential</u></b> <ul style="list-style-type: none"><li>• Minimum 2yrs experience in property / lease management</li><li>• Experience of commercial leases and licenses</li><li>• Understanding Commercial Property Fire Safety &amp; Health &amp; Safety regulations</li><li>• Delivery of property maintenance and investment services</li><li>• Managing building repairs / maintenance contracts from inception to completion</li><li>• Supervision of contractors</li><li>• Use of computerised maintenance systems</li></ul>	<b><u>Desirable</u></b> <ul style="list-style-type: none"><li>• Conducting property inspection programs and surveys</li><li>• Working with a Board or tenant-led organisation</li><li>• Planning and controlling budgets</li></ul>
<b><u>2 - EDUCATION / QUALIFICATIONS</u></b>	
<b><u>Essential</u></b> <ul style="list-style-type: none"><li>• A Graduate in a property-related discipline or equivalent experience</li><li>• Good standard of literacy and numeracy</li></ul>	<b><u>Desirable</u></b> <ul style="list-style-type: none"><li>• Facilities Management education / training</li></ul>
<b><u>3 - JOB KNOWLEDGE / SKILLS</u></b>	
<b><u>Essential</u></b> <ul style="list-style-type: none"><li>• Knowledge of lease, license and contracts for commercial space</li><li>• Comprehensive knowledge of construction-related health and safety legislation and good practice</li><li>• Project management skills</li><li>• Knowledge of delivering building services to a tenant base</li><li>• Excellent written and oral communication skills</li></ul>	<b><u>Desirable</u></b>

<ul style="list-style-type: none"> <li>• Excellent interpersonal skills</li> <li>• Up-to-date knowledge of building legislation, regulation and good practice</li> <li>• Awareness of the requirement for cost control and value for money</li> <li>• Ability to produce high quality reports</li> <li>• Data collation and analysis</li> <li>• Excellent IT skills</li> <li>• Ability to work effectively with customers</li> <li>• Ability to prioritise work in order to meet targets and deadlines</li> <li>• Good understanding of the need for effective financial controls and probity checks.</li> </ul>	
<p><b>4 - PERSONAL QUALITIES</b></p>	
<p><b><u>Essential</u></b></p> <ul style="list-style-type: none"> <li>• Commitment to high standards of service delivery</li> <li>• Ability to innovate and think creatively</li> <li>• Flexibility</li> <li>• Able to work as a member of a team</li> <li>• Able to work under pressure to meet deadlines</li> <li>• Commitment to equality and diversity</li> <li>• Commitment to tenant participation and Board involvement</li> </ul>	<p><b><u>Desirable</u></b></p>
<p><b>5 - OTHER</b></p>	
<p><b><u>Essential</u></b></p> <ul style="list-style-type: none"> <li>• Willingness to attend meetings outside office hours</li> <li>• Ability to take clear instructions from your line management</li> </ul>	<p><b><u>Desirable</u></b></p>