

## Person Specification Form

Job Title: **Estates Masterplan  
Manager**

Department:

<b>Feature Sought</b>	<b>Essential Requirement</b>	<b>Desirable Requirement</b>	<b>Assessment Method</b>
<b>Qualifications</b>	Academic qualifications to A Level or equivalent	Degree or equivalent Project management or construction-related qualification	Certificates
<b>Experience</b>	Project managing building projects or similar Developing bids for grant funding for projects  Managing stakeholders with deadlines to meet	Project managing building projects for educational establishments	Questioning and references
<b>Knowledge &amp; Skills</b>	A systematic management style that focuses on service quality and efficiency The ability to plan and organise a varied and demanding workload using one's own initiative The ability to communicate effectively to a varied internal and external 'client base', both in writing and orally Good computer skills including knowledge of Microsoft Word/Excel	The ability to innovate and initiate new working practices in order to improve service provision  The ability to react positively and effectively to unpredictable, short notice workloads	Certificates Questioning and test
<b>Personal Qualities</b>	Accurate with an eye for detail Clear thinker Confident Flexible Consultative and diplomatic Reliable Problem solver		Questioning Previous work and scenarios
<b>Motivation &amp; Expectations</b>	Customer service Task orientated Commitment to the ethos and values of the College		Questioning and references
<b>Overall Appearance</b>	Smart		Visual and questioning