



# Person Specification

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St. Helens Council

**Job Title: Public Buildings Officer**

**Ref No: PPB1**

Knowledge	E = Essential D = Desirable	Identified By AF – Application Form I – Interview
Working knowledge of management and operation of a property portfolio of occupied, publicly accessible buildings.	D	AF/I
Coordinate and execute programmed schemes.	E	AF/I
Knowledge of Health and Safety Policy in relation to the workplace and publicly accessible buildings.	E	AF/I
Building fabric services and facility management.	D	AF/I
Invoicing procedures.	D	AF/I
IT databases – organisation and creation.	E	AF/I
Skills and Abilities	E = Essential D = Desirable	Identified By
Well-developed communication skills both written and verbal with the ability to communicate at all levels	E	AF/I
Presentation of information.	E	AF/I
Good organisational skills with the ability to prioritise and organise complex schedules and programmes of works.	E	AF/I
Project Management.	E	AF/I
Ability to control, manage and monitor contractors.	E	AF/I
Ability to inspect land sites and a range of building types.	E	AF/I
Self-motivated with the ability to work and deliver results with the minimum of supervision.	E	AF/I



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Experience	E = Essential D = Desirable	Identified By
Experience of working with property / buildings background.	D	AF/I
Keeping and maintaining records systems.	D	AF/I
Dealing with external contractors.	D	AF/I
Ordering and invoicing.	D	AF/I
Formulating and monitoring programmes of works.	D	AF/I
Educated to NVQ level.	D	AF
Building/Property related qualification.	D	AF
Health and Safety Qualifications	D	AF
Qualifications	E = Essential D = Desirable	Identified By
Valid Driving Licence and have access to a car.  **If an applicant cannot drive as they are precluded by disability, applicants are still welcome. Applicants are asked to provide a statement as to how they will be in a position to alternatively meet the requirements to enable the duties to be carried out effectively and efficiency with reasonable adjustments"	E	AF
Other Circumstances	E = Essential D = Desirable	Identified By
An ability to fulfil all spoken aspects of the role with confidence through the medium of English.	E	I