



# Person Specification

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St. Helens Council

Job Title: Property Services Manager

Ref No:

Knowledge	E = Essential D = Desirable	Identified by
Up to date and working knowledge of Asset Management Best Practice and the interpretation and application of land law and all landlord and tenant legislation.	Essential	A/I
Up to date and working knowledge of RICS Valuation Standards.	Essential	A/I
Skills and Abilities	E = Essential D = Desirable	Identified by
Ability to manage a busy team engaged in a substantial and varied workload.	Essential	A/I
Ability to build and maintain positive relationship with client departments and all other stakeholders.	Essential	A/I
Ability to proactively manage property portfolios to achieve efficiencies and to identify development opportunities.	Essential	A/I
Ability to successfully manage external consultants and other contractors.	Essential	A/I
Ability to plan and manage many projects in order to achieve deadlines.	Essential	A/I
Excellent communication and interpersonal skills	Essential	A/I
Ability to analyse detailed technical information and produce/maintain management information systems.	Essential	A/I



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Experience	E = Essential D = Desirable	Identified by
Significant experience in the management of both operational and commercial portfolios.	Essential	A/I
Project management experience including the procurement and supervision of contractors and agents.	Essential	A/I
Previous experience in Local Government or Public Sector Services.	Desirable	A/I
Financial management including the monitoring of income and expenditure budgets.	Essential	A/I
Management of Professional and Administrative Team.	Essential	A/I
Professional advice and guidance on property related matters including valuation reports to clients.	Essential	A/I
Qualifications	E = Essential D = Desirable	Identified by
Full Member of Royal Institution of Chartered Surveyors (Registered Valuer or eligible to register)	Essential	A/I
Other Circumstances	E = Essential D = Desirable	Identified by
Possession of a current full driving licence and have access to a vehicle for work.	Essential	A/I