In Confidence

Post: Craft Team Manager
Closing Date: Tuesday 31 December 2013

Experience and skills*

As part of the online application process, you will be asked to provide one or two specific examples of past achievement and/or training to demonstrate how you meet each criterion. Below are the criteria that have been identified as being essential or desirable for this post.

When providing answers to these statements, we recommend that you refer to the downloadable Guidance and Interview tips sheet.

Essential:

01. Sound experience and in-depth knowledge of building maintenance management techniques for planning and controlling maintenance programmes and works.

02. A thorough understanding of health and safety issues related to the building industry

03. Proven experience of communicating confidently and effectively with senior management, colleagues, key customers, and stakeholders, responding to their needs diplomatically and managing expectations

04. An excellent understanding of customer service delivery and the concept of best possible service using available resources

05. Sound ability to work well under pressure, and able to prioritise and plan his/her own, and staff's workload

06. Proven ability to lead, manage and motivate a large team of people and resources in the environment of a large organisation

07. Sound working knowledge of various computer systems, including facilities management, various computer software packages, including Microsoft Word, Access, Excel, Projects and have the ability to interrogate and analyse data.