

## PERSON SPECIFICATION

**Job Title: Facilities Manager: North Yell Development Council**

**Date Prepared: April 2025**

Key Criteria	Essential	Desirable
Qualifications and Training	Good level of education and/or vocational level equivalent in one of the following fields: <ul style="list-style-type: none"><li>• Facilities Management</li><li>• Engineering</li><li>• Renewables</li></ul>	Degree level education in one of the following fields: <ul style="list-style-type: none"><li>• Facilities Management</li><li>• Engineering</li><li>• Renewables</li></ul> NEBOSH
Work Experience	Experience of work in a relevant sphere. e.g. <ul style="list-style-type: none"><li>• Facilities Management</li><li>• Engineering</li><li>• Renewables</li></ul>	Experience at management level in a relevant setting  Experience of working with insurance/services providers and maintenance contractors  Experience of health and safety/ risk management issues and procedures  Experience of working with AMN systems  Experience of financial systems and accounting software  Experience of client/customer relations
Membership of professional bodies/ associations	Not required	

Skills and Abilities	<p>Ability to communicate to groups and individuals at different levels.</p> <p>Ability to disseminate and present information clearly</p> <p>Time Management</p> <p>Strong self discipline to work effectively and remotely, in the absence of close supervision</p> <p>Ability to work as part of a team</p> <p>Ability and desire to work within a small and strong community</p> <p>Ability to undertake training in unfamiliar aspects of the job</p>	<p>Ability to manage new and existing partnerships/networks and establish useful contacts</p> <p>Knowledge of renewable energy systems – FIT and Ofgem procedures</p> <p>Experience of data collection, analysis and presentation</p> <p>Report writing</p> <p>Financial management</p>
Technical Skills	<p>General administrative skills including report writing</p> <p>Computer literacy including Word, Excel and PowerPoint.</p>	<p>More advanced IT skills (e.g. Website Development, telephone and video conferencing, project management software and accountancy software).</p>
Job Circumstances	<p>Duties will substantially be on Yell. The post holder may, however, be required to travel off island when necessary.</p> <p>Car driver/owner</p>	<p>Willing to work on own at home or within offices.</p> <p>Based in Yell</p> <p>Ability to work flexibly including weekends/evenings where necessary.</p>