



Day to Day Repairs Manager - Person Specification

<i>What are we looking for?</i>		<i>How will we check if you have it?</i>
Qualification	<ul style="list-style-type: none"> BTEC or SQA national award or higher in Building/Construction discipline Membership of ICWCI, RICS, ARB or CIOB an advantage 	Application form
Experience	<ul style="list-style-type: none"> Minimum of 5 years-experience as Building Surveyor Quality Manager or Site Inspector or Clerk of Works role in the UK preferably in the Housing Sector 	Application form Interview
	<ul style="list-style-type: none"> Experience of organising, auditing repairs and maintenance and/or construction information prior to commencement of works 	Application form Test
	<ul style="list-style-type: none"> Experience of snagging and handover maintenance works 	Application form Interview
Knowledge and Skills	<ul style="list-style-type: none"> Understanding of the client relationship with Contractors with Repairs Contracts 	Application form Interview
	<ul style="list-style-type: none"> Knowledge of minimum standards and statutory regulations requirements for repairs and/or construction works 	Application form
	<ul style="list-style-type: none"> Ability to read and interpret construction drawings and specifications 	Application form Test
	<ul style="list-style-type: none"> Ability to keep abreast of changes in repairs servicing, construction and service technologies and standards 	Application form
	<ul style="list-style-type: none"> Knowledge of relevant Health and Safety legal requirements 	Application form Test
	<ul style="list-style-type: none"> Practical knowledge of mechanical and electrical installations 	Application form Interview

	<ul style="list-style-type: none"> • Ability to make concise factual reports both verbally and in writing 	Application form Test
	<ul style="list-style-type: none"> • Ability to demonstrate an understanding of the aspirations of tenants and leaseholders and be committed to meeting these wherever possible 	Application form Interview
	<ul style="list-style-type: none"> • Basic IT competency - in Microsoft Word for report writing and for downloading of digital site progress photographs. • Mobile working software for site inspections (preferred) • Microsoft Excel for interrogation of spreadsheets • Microsoft Outlook for time management • MS Teams collaborative working environments 	Application form Test
Diversity/Equal Opportunities	<ul style="list-style-type: none"> • Understand how equalities, diversity and inclusion policies play a vital role of resident engagement in the provision of a day to day repairs service 	Interview

Additional requirements

Be able to climb ladders to reach inaccessible spaces and be able to inspect in confined spaces
Clean driving License and car owner/motor bicycle owner

	<i>What are we looking for?</i>	<i>How will we check if you have it?</i>
Core Competencies	<ul style="list-style-type: none"> • Communication – Using clear and effective written and verbal communication skills with others 	Application form Interview Test
	<ul style="list-style-type: none"> • Negotiation and Influencing - Able to persuade and convince others to a course of action and/or negotiate solutions 	Application form
	<ul style="list-style-type: none"> • Working with others/Team work – Developing and maintaining effective and co-operative working relationships with others and showing respect for all 	Interview
	<ul style="list-style-type: none"> • Innovation and problem solving - Produces ideas for improvements, new activities and problem solving 	Application form
	<ul style="list-style-type: none"> • Judgement and decision making - Able to make sound decisions and solve problems based on good use of judgement 	Test
	<ul style="list-style-type: none"> • Planning and organising - Working in systematic way, planning and allocating time and resources effectively 	Application form
	<ul style="list-style-type: none"> • Achieving results and quality focus - Setting high work standards and demonstrating commitment to achieving objectives 	Application form

	<ul style="list-style-type: none">• Customer Focus – Identifying and meeting the needs of internal and external customers	Test
	<ul style="list-style-type: none">• Liaising and networking – Able to build constructive relationships with others both inside and outside the organisation to improve knowledge, share information and ensure effective business practices.	Interview