

Facilities Officer – person specification

What are we looking for?		How will we check if you have it?
Experience	<ul style="list-style-type: none"> • Experience in facilities, office services, or a customer-focused administrative role. • Transferable skills from other roles where you supported staff, customers, or contractors. 	CV, Interview
Knowledge and Skills	<ul style="list-style-type: none"> • Good understanding of Health and Safety requirements, with the ability to apply this knowledge to day-to-day office activities. • Confident using IT systems and able to quickly learn new packages as required. • Strong organisational skills with the ability to prioritise tasks and manage competing demands. • Financial and numerical awareness, with the ability to process invoices, track orders, and deliver value for money. 	CV, Interview
Core Competencies	Customer focus - You put people at the heart of what you do, responding promptly and positively to staff, contractors, and visitors	CV, Interview
	Communication - You communicate clearly and confidently, both in writing and face to face	CV, Interview
	Working with others - You work well with others, supporting colleagues to deliver excellent services	CV, Interview
	Problem solving and Innovation - You are proactive in spotting issues and suggesting improvements	Interview
	Attention to detail - You ensure accuracy and maintain high standards in your work	CV, Interview

What are we looking for?		How will we check if you have it?
Core Competencies	Judgement and Decision making - You are able to make decisions on your own, but also know when to refer a matter to your manager	Interview
	Planning and organising – You manage your time and resources effectively to meet deadlines	Interview
	Personal effectiveness - You take responsibility, remain calm under pressure, and adapt to changing priorities	Interview