

 Stockport Council

Generic Competency Person Specification

 **Job Title**: Site Manager

#

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Attributes** | **Competency** | **SCORE** | **Essential or Desirable** | **Selection method** **A=Application****I=Interview****T=Test** |
| **0** | **1** | **2** | **3** |
| **EXPERIENCE** | Building maintenance experience |  |  |  |  | Essential | A,I |
| Supervisory experience / Managing a team |  |  |  |  | Essential | A,I |
| Experience of working in a school/college |  |  |  |  | Desirable | A,I |
| Stock control |  |  |  |  | Desirable | A,I |
| Managing a budget |  |  |  |  | Desirable | A,I |
| Health and Safety management experience |  |  |  |  | Desirable | A,I |
| **TECHNICAL SKILLS** | DIY skills / general maintenance skills |  |  |  |  | Essential | A,I |
| Organisational ability |  |  |  |  | Essential | A,I |
| Good oral written communication skills |  |  |  |  | Essential | A,I |
| Plumbing/electrical skills |  |  |  |  | Desirable | A,I |
| Painting and Decorating skills |  |  |  |  | Desirable | A,I |
| Ability to understand basic Health and Safety regulations |  |  |  |  | Essential | A,I |
| **QUALIFICATION**  | Literacy and Numeracy Skills |  |  |  |  | Essential | A,I |
| Building maintenance/cleaning science qualification |  |  |  |  | Desirable | A,I |
| Supervisor qualification |  |  |  |  | Desirable  | A,I |
| Health and Safety, including COSHH, qualifications |  |  |  |  | Desirable | A,I     |
| Manual Handling qualifications |  |  |  |  | Desirable | A,I |
| **Generic Competencies**(Please see further guidelines below)  | Communicating Effectively |  |  |  |  | Essential | A,I |
| Being Customer Focussed |  |  |  |  | Essential | A,I |
| Effective Team Working |  |  |  |  | Essential | A,I |
| Personal Organisation and Effectiveness |  |  |  |  | Essential | A,I |
| Commitment to Personal Development |  |  |  |  | Essential | A,I     |
| I.C.T. Skills |  |  |  |  | Essential | A,I       |
| Working safely |  |  |  |  | Essential | A,I |
| **ADDITIONAL FACTORS** | Must be available to work unsocial hours |  |  |  |  | Essential | A,I |
| Must be available for call out duties |  |  |  |  | Essential  | A,I |
| Must be able to lift (eg. Items of furniture, boxes), bend, climb ladders etc |  |  |  |  | Essential | A,I |
| Understands and actively supports Stockport Councils diversity and equality policy. |  |  |  |  | Essential | A, I |
| To meet Stockport Council’s standard of attendance. |  |  |  |  | Essential | A, I |
| A willingness to be flexible in a changing environment  |  |  |  |  | Essential | A, I |

**Competencies**

The main purpose of the above competencies is to define the standards of behaviour required by the organisation. All employees are expected to perform satisfactorily to the generic employee competencies which are reviewed as part of Council's Employee Performance and Development Review scheme for all employees.

|  |  |
| --- | --- |
| Competency | Definition |
| Communicating Effectively | * Communicate effectively face to face, by telephone or written word with a diverse range of people
* Make effective use of new technology in communications contribution
 |
| Being customer focussed | * Provides excellent customer service
* Develops and maintains positive working relationships with customers
* Contributes to the continual improvement of services
 |
| Effective Team Working | * Develops and maintains positive working relationships with other team members
* Develops positive working relationships with other teams both within and outside the organisation (e.g “colleagues” in the voluntary sector or health service)
* Contributes to the achievement of team goals
 |
| Personal Organisation and Effectiveness | * Achieves personal objectives on time and to the agreed standard whilst having consideration for the effect on others
 |
| Personal Development | * Take responsibility for the development and learning of self and others
 |
| Making the most of Information and Communications Technology | * Can operate all technology necessary for the job role
 |
| Working Safely | * Follows the Council and Service specific Health and Safety Policies
* Follows local health and safety procedures / practices
 |

An assessment is carried out by the employee and their manager. The results are discussed as part of the Personal Development Review meeting.

This Council is committed to safeguarding and promoting the welfare of children and young people and expects all staff within this area to share this commitment and to have understanding of the common core skills and knowledge.