**Person Specification**

##### Job Title: Facilities Team Leader

##### Directorate/Department: Estates & Facilities

**Band:** **3**

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| **Criteria** | Essential | **Desirable** | **Stage Measured at**  **A – application**  **I – Interview**  **T – Test** |
| **Commitment to Trust Values and Behaviours** | Must be able to demonstrate behaviours consistent with the Trust’s “We are here for you” behavioural standards |  | Interview |
| Training & Qualifications | Good basic level of secondary school education  Knowledge of work procedures, practices and equipment for a catering and cleaning service, including advanced food hygiene processes; City & Guilds; NVQ Level 2/3 or equivalent.  ILM training  Ability to undertake NVQs in Cleaning, Catering & Supervisory management | * Evidence of personal development in previous employment. * Technical knowledge of cleaning equipment.  Knowledge of surveys and audits of NHS cleaning standards. |  |
| Experience | Staff supervision  Working knowledge of hygiene/Food Hygiene, understanding of Health and Safety/Risk management/ NHS policies & procedures | * Previous experience in health or cleaning sector. * Previous experience of Service Level Agreements |  |
| **Communication and relationship skills** | Written and verbal communication and persuasion skills to explains technical issues, such as COSSH regulations  Communication and relationship skills  required for dealing with staff, patients, visitors, and external agencies  Friendly and approachable | * Motivated and enthusiastic. |  |
| **Analytical and Judgement skills** | Judgement on compliance with health and Safety and NHS cleaning standards requirements; Resolving hygiene and safety issues  Ability to analyse performance issues and make suggestions for remedial action  Ability to work on own initiative. And use own judgement of when to refer issues to relevant senior staff.  Analyse and resolve staff shortages |  |  |
| Planning and organisation skills | Flexible and committed  Calm and well organised, ability to manage teams, prioritise urgent requests  Ability to develop and organise a wide range of documents i.e. cleaning schedules; rotas sometimes at short notice  Plan and initiate visits for quality audits and spot checks of hygiene and health and safety standards  Ensures plans for mandatory training are adhered to |  |  |
| **Physical skills** | Ability to manoeuvre/manipulate trolleys and cleaning equipment and to exert moderate physical effort for several short periods  Ability to lift, carry, manoeuvre heavy objects/beds/locker, furniture /mechanical floor cleaning machines |  |  |
| Other requirements specific to the role | Keyboard skills |  |  |