

Stockport Council 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					E	A, I, T
	Supervisory experience					E	A, I
	Experience of working in a school/college					D	A, I
	Stock control					D	A, I
	Managing a budget					D	A, I
TECHNICAL SKILLS	DIY skills					E	A, I
	Organisational ability					E	A, I, T
	Good oral written communication skills					E	A, I
QUALIFICATION	Literacy and Numeracy Skills					E	A
	Building maintenance/cleaning science qualification					D	A
	Supervisor qualification					D	A
Generic Competencies	Communicating Effectively					E	A, I

(Please see further guidelines below)	Being Customer Focussed						
	Effective Team Working						
	Personal Organisation and Effectiveness						
	Personal Development						
	Making the Most of I.C.T.						
	Working safely						
ADDITIONAL FACTORS	Must be available to work unsocial hours					E	
	Must be available for call out duties					E	
	Understands and actively supports Stockport Councils diversity and equality policy.					E	A, I
	To meet Stockport Council's standard of attendance.					E	A, I
	A willingness to be flexible in a changing environment					E	A, I

Competencies

The main purpose of the above competencies is to define the standards of behaviour required

Competency	Definition
Communicating Effectively	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • Provides excellent customer service • Develops and maintains positive working relationships with customers • Contributes to the continual improvement of services
Effective Team Working	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> □ Achieves personal objectives on time and to the agreed standard whilst having consideration for the effect on others
Personal Development	<ul style="list-style-type: none"> □ Take responsibility for the development and learning of self and

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.

	others
Making the most of Information and Communications Technology	<ul style="list-style-type: none"> □ Can operate all technology necessary for the job role
Working Safely	<ul style="list-style-type: none"> • 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.