

**ESTATE MANAGER**

**PERSON SPECIFICATION**

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|  | **Essential** | **Desirable** |
| **Educational**  **Qualifications** | Qualification in Health & Safety e.g. IOSH/NEBOSH or equivalent | Professional qualification in building services, grounds maintenance, Horticulture or cemetery management |
|  |  | First Aid at Work Certificate |
| **Work Experience** | At least two years’ experience of working in an estates management role | Experience of working within a local authority in a public facing role |
|  | Experience of managing staff, ideally in a similar role | Experience of managing volunteers |
|  | Experience in using a variety of grounds maintenance tools | Experience of maintaining mechanical tools |
|  | Experience of budget management |  |
| **Skills, Knowledge and aptitude** | Demonstrated leadership capabilities with a focus on team development and motivation. | Knowledge of the local area of Burnham-on-Sea and Highbridge |
|  | Strong working knowledge of Microsoft Office - Word, Excel, Access, Outlook |  |
|  | Strong problem-solving skills with a logical approach to troubleshooting issues as they arise |  |
|  | Able to work and communicate effectively with people at all levels within the Council and its partners |  |
|  | Excellent project management skills with the ability to manage multiple tasks simultaneously, to achieve strict deadlines |  |
|  | | Able to cope and function effectively when working in a pressured environment |  |
| **Personal Characteristics** | | Willingness to engage with the community and acquire knowledge of the local area |  |
|  | | Ability to work flexibly |  |
|  | | Committed to continuous development within the local government sector. |  |
|  | | Self-motivated and able to problem solve |  |
|  | | Able to undertake physical work e.g. strimming |  |
| **Other** | | Driving licence |  |