



WEST LANCASHIRE BOROUGH COUNCIL

PERSON SPECIFICATION

Job Title: Response Maintenance Manager	Grade: PO2	
Directorate: Housing and Inclusion Services	Section: Day to Day Maintenance	
Service: Property Services		
Requirements <i>(on the basis of the job description)</i>	Essential (E) or Desirable (D)	To be identified by: application form (AF), interview (I), test (T), presentation (P)
Qualifications		
HNC, HND or Degree (or equivalent) in a relevant subject or relevant equivalent professional experience	E	AF and I
Evidence of continued professional development	D	AF, I and T
Experience		
Experience of analysing data, identifying issues and implementing solutions	E	AF, I and T
Experience of undertaking detailed technical inspections of buildings and documenting findings and preparing schedules of work	E	AF, I and P
Experience of effective contract management delivering on time and on budget	E	AF, I and T
Evidence of positive visible and approachable leadership in motivating, empowering and inspiring others	E	AF, I and T
Knowledge/Skills/Abilities		
Sound financial management capability	E	AF, I and T
Proven ability to encourage innovation, continuous improvement and a culture that reflects the values and goals of the Council	E	AF and I
An up to date knowledge of Health and Safety and compliance	E	AF, I and P
Strong people skills, able to inspire, influence and enthuse staff, partners and elected Members with a proven ability to instigate and facilitate change	E	AF, I, P and T
Other (including special requirements)		
1. Commitment to Equality	E	AF and I
2. Commitment to Health & Safety	E	AF and I
3. Satisfactory Baseline Personnel Security Standard Check	E	Document Checks (includes Basic DBS)
4. The ability to fulfil all spoken aspects of the role with confidence through the medium of English language. This includes the ability to converse with ease with customers and colleagues and provide advice in accurate spoken English	E	AF and I
5. Full driving licence and access to vehicle (or equivalent mobility)	E	AF and I
6. Requirement to attend meetings outside of office hours	E	AF and I
Prepared by: Frank Lee	Date: September 2019	
Approved by: Jacqui Sinnott-Lacey	Date: September 2019	