

Personnel Specification

Property Manager

(E – Essential criteria, D = Desirable criteria)

	Sections		E	D
1	Skills, knowledge and aptitudes	<p>The Property Manager should be able to provide evidence of the following:</p> <ul style="list-style-type: none"> • excellent communication skills; • accurate report writing; • organising their time and working to deadlines; • preparing capital and revenue budgets; • preparing of schedules of work and specifications, tendering of building works and site inspections; • ICT including keyboarding skills, word processing, spreadsheets and presentation packages; • Use of the internet to access relevant information; • knowledge of Data Protection legislation; • The ability to produce neat and accurate plans and drawings by hand and computer; • a high level of attention to detail and an enquiring mind; • the ability to work on their own initiative 	<p>E E E E E E E E E</p>	<p>D D</p>
2	Qualifications, Training and Experience	<p>The Property Manager should:</p> <ul style="list-style-type: none"> • be a qualified Member of the Royal Institute of Chartered Surveyors • have extensive experience of: <ul style="list-style-type: none"> ➤ property management of housing and land ➤ disposal of redundant property and purchase of replacement property ➤ arranging and monitoring of property lettings and rentals ➤ monitoring of tender processes ➤ implementation and application of relevant health and safety, planning and building regulation legislation ➤ defect analysis - identifying & analysing building pathology ➤ property surveys • have experience of working as a member of a team • have be experienced at delivering presentations to groups, committees and Boards, using various media • be able to demonstrate a willingness to attend appropriate training and development • use of property management software 	<p>E E E E E E E E E</p>	<p>D D</p>
3	Personal Attributes	<p>The Property Manager should:</p> <ul style="list-style-type: none"> • be a person of integrity; • have an understanding of confidentiality issues and the use of discretion; • be sympathetic to the needs of others; • have good interpersonal skills. 	<p>E E E E</p>	
4	Disposition and Attitude	<p>The Property Manager should:</p> <ul style="list-style-type: none"> • show their adaptability and flexibility in juggling a range of different tasks; • excellent organisational skills, • have an understanding of the structures of the Anglican Church; • have an empathy for the Anglican Church. 	<p>E E E</p>	<p>D</p>
5	Special Requirements	<p>The Property Manager should:</p> <ul style="list-style-type: none"> • have a full driving licence and use of a car for work purposes 	<p>E</p>	