



Broadbridge Heath Parish Council
 The Parish Office, Sargent Way, Broadbridge Heath
 West Sussex, RH12 3TS
 Email: admin@broadbridgeheath-pc.gov.uk
 Tel 01403 900665

PERSON SPECIFICATION

ESTATE AND FACILITIES OFFICER		
Attributes:	Essential	Desirable
1. Educational qualifications: <ul style="list-style-type: none"> • Satisfactory level of general education to include Maths and English 	√	
<ul style="list-style-type: none"> • Skills, knowledge and general requirements: • Due to the nature of the job, an appropriate level of fitness is required. • Prepared to work in all weathers • Able to work alone and as part of a team • Able to understand and carry out procedural guidelines and instructions; • Able to produce reports for officers or appropriate authorities using the internet or email after carrying out duties; • IT skills - experience of using Microsoft Office and Outlook products and devices • Be able to drive and hold a current UK driving license 	√ √ √ √ √ √	√
<ul style="list-style-type: none"> • Attitudes and Disposition: • Initiative • Ability to follow procedural guidelines and instruction • Common sense • Appropriate level of physical fitness for operational duties • Self -motivation • The ability to work on your own and within a team • Professional manner • Ability to prioritise and a flexible approach to working schedule • Resilience 	√ √ √ √ √ √ √ √ √	
2. Previous experience: <ul style="list-style-type: none"> • Previous experience in a similar estate and property or Parish Council role • General maintenance experience 	√	√