



ESTATES MANAGER

Person Specification

Attributes	Essential	Desirable
Qualifications	None	City & Guilds or equivalent level of qualification in horticulture or property and facilities management or Qualifications in Facilities Management and Health & Safety e.g. IOSH / NEBOSH or equivalent
Experience	<ul style="list-style-type: none"> • Previous experience in grounds keeping and garden maintenance or property and facilities management • Previous Management experience • Practical experience of project management • Previous experience in undertaking risk assessments to comply with Health & Safety legislation 	.
Skills/Knowledge	<ul style="list-style-type: none"> • Work effectively in a team environment whilst demonstrating leadership • Ability to deal with people professionally, politely and sensitively at all levels both orally and in writing • Good organisation skills and ability to prioritise workloads and set personal deadlines, together with the ability to show initiative and independence • Act with initiative and imagination when circumstances demand • Plan and work efficiently under pressure, along with the ability to manage simultaneous projects and to 	<ul style="list-style-type: none"> • Keen awareness of environmental pressures and agendas, energy conservation, carbon friendly initiatives and other green practices • Experience in budget preparation and control and preparation/monitoring of budgets • Ability to maintain computer-based information on spreadsheets and database packages and produce own reports

	<p>co-ordinate a safe and efficient working environment</p> <ul style="list-style-type: none">• Exercise judgement confidently• Negotiating skills in establishing contracts of work• Practical and hands-on with ability to manage maintenance issues in-house where appropriate	
Other	<ul style="list-style-type: none">• Ability to work at heights.• Full clean driving licence to include towing a trailer• Flexible approach to working hours and willing to work unsocial hours when required• Must live within commutable distance of Princes Risborough	