

## WASPS – Head of Property Post

		Essential	Desirable
<b>Education/ Qualifications</b>	Educated to HND standard or equivalent in a Building or Property related field	✓	
	Educated to Degree level or equivalent in a Building or Property related field		✓
	Membership of a Professional body		✓
<b>Knowledge &amp; Experience</b>	Significant experience and working knowledge of managing and delivering Planned/Major Repair and Cyclical Maintenance programmes including meeting legal requirements for asset compliance e.g. gas, asbestos, legionella	✓	
	Significant experience of facilities management across multiple buildings, including historic listed buildings	✓	
	Experience of property leasing and legal processes	✓	
	Significant experience of procurement and performance management of contractors, suppliers and consultants	✓	
	Knowledge of Strategic Asset Management		✓
	Experience of managing install and operation of property systems from utilities to ICT in a property management environment	✓	
	Significant experience of preparation, management and spend monitoring of budgets	✓	
	Knowledge of energy efficiency and sustainability requirements for future proofing existing property portfolio	✓	
	Significant experience of managing, developing and motivating a staff team	✓	
	Excellent verbal and written communication skills including report writing	✓	
	Demonstrate strong analytical skills and with the ability to organise and analyse data to support decisions around investment in assets	✓	
	Excellent IT and numeracy skills including proficiency in MS Excel functionality and MS Word	✓	
	Experience of using asset management systems to manage property portfolio	✓	
	Experience of working in an environment where there is a strong commitment to the principles of delivering excellent customer services	✓	
	Excellent interpersonal, communication, organisational and analytical skills	✓	
	<b>Personal Attributes</b>	Ability to work at a strategic level as part of Wasps Senior Management Team	✓
Accomplished time management skills and ability to plan effectively and prioritise workloads		✓	
Able to understand and align with Wasps social enterprise values		✓	
Able to work outwith office hours if required		✓	
<b>Other</b>	Able to manage a diverse workload	✓	
	Valid driving licence	✓	
	Access to a car for business use	✓	