

BRISTOL CITY COUNCIL

PERSON SPECIFICATION

Job title:	Buildings Manager (Bottle Yard Studios)
Bristol grade:	BG13
Managed by:	Head of Film
Responsible for:	Site Maintenance Team (currently consisting of an Electrician and x2 Site Operatives)
Directorate:	Growth and Regeneration
Service area:	Culture and Creative Industries (Bottle Yard Studios)

Preferred assessment method	
A	Application
AC	Assessment centre
I	Interview
PA	Practical assessment
P	Presentation
T	Test

The table below sets out the essential and desirable knowledge skills and aptitude required to do this role.

Essential (MUST HAVE) = minimum skills, qualifications, knowledge and experience required to perform in the role

Desirable (COULD HAVE) = skills, qualifications, knowledge and experience required that will help the jobholder to perform in the role

Requirement - ESSENTIAL	Method
Hold recognised qualifications in Health & Safety with NEBOSH as a minimum requirement AND demonstrable knowledge and experience of overseeing the successful operational management of a multi-occupancy, fast paced environment.	A, P, I
Proven ability to manage and budget an on-going effective Repair and Maintenance programme, using technology to streamline systems and processes.	A, P, I
Have a depth of experience of leading implementation of management processes, reporting mechanisms and introduction of appropriate systems to effectively manage Health and Safety, security and emergency procedures.	A, P, I
Experience within a Duty Manager role, with strong knowledge & understanding of emergency evacuation procedures and processes.	A, I

Experience of working on building improvement and/or expansion projects.	A, I
Excellent communication skills and be highly effective with people management, including third parties, across all levels and abilities and the ability to converse with citizens and provide complex information in accurate spoken English, or through a BSL interpreter.	A, P, I
Proven experience of effective project and risk management, including delivery of client-focused solutions within very tight deadlines.	A, P, I
A logical and fast paced approach to problem solving within a rapidly evolving environment.	A, I
Ability to adapt to different working environments and the dynamics of individuals and business needs.	A, P, I
Experience of line management responsibility and HR processes.	A
Able to demonstrate understanding of equity, diversity and inclusion.	A, P, I
Have a working knowledge of business and teamworking applications, e.g., Microsoft 365 or equivalent, including email, word processing, spreadsheet, browser, team collaboration applications, and a willingness to learn new applications and technology as required.	A, P, I

Requirement – DESIRABLE	Method
Experience and understanding of film and/or television production techniques, workflows, processes, equipment and talent, not least an appreciation of the logistical problems and significant financial impact any delays to production would cause for these high profile clients.	A