

PERSON SPECIFICATION

Supervisor

emh homes Company Values – I DO ACE	Essential or Desirable
Integrity - We work to the highest ethical standards.	Essential
Diversity - We respect others for who they are.	Essential
Openness - We are honest and straightforward.	Essential
Accountability - We are accountable to and influenced by our customers.	Essential
Clarity - We are clear about what we are here to do and why.	Essential
Excellence - We strive to be the best in everything we do.	Essential
Qualifications	
Educated to HNC or relevant professional qualification.	Essential
Associate or Student member of relevant professional body (RICS, CIH, CIOB, BIFM or IAM)	Desirable
Experience	
Experience of working on diverse range of responsive maintenance	Essential
Experience of working with responsive maintenance ICT systems	Desirable
Experience in delivering high quality services	Essential
Experience of working with tenants and tenant groups	Essential
Skills/Competencies	
Project Management	Desirable
Ability to travel / full current driving licence	Essential
Contract management	Essential
Budgetary control	Essential
High level of IT literacy	Desirable
Technical knowledge relevant to asset management	Essential
Ability to write reports in a clear and concise manner	Essential
Personal Attributes	
Committed to great customer service	Essential
Committed to high performance and quality standards.	Essential
Works effectively with other staff and teams	Desirable
Good time management	Essential
Flexible, self-reliant	Desirable

November 2016