

**Person Specification**

**Job Title: Estates & Facilities Assistant**

Attributes	Essential	Desirable
<b>QUALIFICATIONS</b>	<p>Experience in Microsoft Office Software (Word, Excel and PowerPoint)</p> <p>NVQ level 3 or equivalent experience</p>	<p>Evidence of continued Professional Development</p>
<b>SKILLS AND ABILITIES</b>	<p>Ability to manage multiple tasks</p> <p>Breadth of ability across Microsoft software, particularly Excel skills</p> <p>Numerate to GCSE mathematics grade A-C or equivalent</p> <p>Ability to prioritise and communicate issues to colleagues</p> <p>Excellent interpersonal, persuasion and influencing skills</p> <p>Excellent communication skills, both written and oral</p> <p>Able to establish collaborative working relationships with a wide range of internal and external stakeholders</p> <p>Able to prioritise and manage own workload with minimal supervision</p> <p>Able to prepare and deliver information and data summaries to a high standard</p> <p>Ability to deal with requirements from E&amp; F colleagues, staff and patients in a calm, diplomatic and professional manner</p> <p>Ability to compile, source and analyse data to produce meaningful reports</p>	

	<p>Excellent attention to detail</p> <p>Excellent planning and organisational skills, with the ability to prioritise work</p> <p>Ability to work to multiple local and national deadlines, objectives and targets</p> <p>Able to establish effective relationships</p> <p>Results oriented</p>	
<b>EXPERIENCE</b>	<p>Experience of supporting a multidisciplinary team</p> <p>Excellent IT and IS Skills, particularly in the use of Excel</p> <p>Excellent track record of meeting deadlines and delivering objectives in a timely manner</p>	<p>Experience of working in the NHS and in particular acute provider experience</p> <p>Experience of undertaking audits and testing processes</p>
<b>PERSONAL QUALITIES</b>	<p>Team player</p> <p>A 'can do attitude'</p> <p>Proven ability to see tasks through to completion</p>	
<b>OTHER</b>		<p>Experience of working in an estates environment</p>

**MFT Values and Behaviours Framework ‘Together Care Matters’**

This below table outlines the types of behaviours you’d be expected to exhibit if you were living our Values and Behaviours effectively within your role.

Value	Behaviours we want - Examples of this Value in practice
<b>Working Together</b>	<ul style="list-style-type: none"> <li>• I listen and value others views and opinions</li> <li>• We work together to overcome difficulties</li> <li>• I effectively communicate and share information with the team</li> <li>• I do everything I can to offer my colleagues the support they need</li> </ul>
<b>Dignity and Care</b>	<ul style="list-style-type: none"> <li>• I treat others the way they would like to be treated – putting myself in their shoes</li> <li>• I show empathy by understanding the emotions, feeling and views of others</li> <li>• I demonstrate a genuine interest in my patients and the care they receive</li> <li>• I am polite, helpful, caring and kind</li> </ul>
<b>Everyone Matters</b>	<ul style="list-style-type: none"> <li>• I listen and respect the views and opinions of others</li> <li>• I recognise that different people need different support and I accommodate their needs</li> <li>• I treat everyone fairly</li> <li>• I encourage everyone to share ideas and suggestions for improvements</li> </ul>
<b>Open and Honest</b>	<ul style="list-style-type: none"> <li>• I admit when I have made a mistake, and learn from these</li> <li>• I feel I can speak out if standards are not being maintained or patient safety is compromised</li> <li>• I deal with people in a professional and honest manner</li> <li>• I share with colleagues and patients how decisions were made</li> </ul>