

## PERSON SPECIFICATION

### T77 – Modernisations Officer

Specification Type	Additional/changed requirements	E/D	Measure
<b>Personal Skills</b>	Ability to project a confident, pleasant and professional manner	E	3
<b>Personal Skills</b>	Assertive, proactive, enthusiastic and self-motivated.	E	1,3
<b>Personal Skills</b>	The ability to work with minimum supervision	E	1,3
<b>Personal Skills</b>	Commitment to the provision of high quality public service	E	1,3
<b>Personal Skills</b>	Ability to work as part of a team	E	1,3
<b>Personal Skills</b>	Commitment to customer care and equal opportunities with experience of dealing with customers.	E	1,3
<b>Personal Skills</b>	Good planning, organisational and communication skills.	E	1,3
<b>Personal Skills</b>	Reliability	E	1,3
<b>Personal Skills</b>	Ability to work accurately with attention to detail.	E	1,3
<b>Personal Skills</b>	Flexibility to the needs of the service.	E	1,3
<b>Experience</b>	Relevant experience in the procurement of building projects together with JCT contract forms, contract administration and supervisory experience including dealing with customer's issues on a regular basis. However, consideration will be given to applicants who can demonstrate a sound building trade background and a willingness to develop into a management role.	E	1,3
<b>Experience</b>	Some knowledge of CAD system.	D	1,3
<b>Attainments/Qualifications</b>	BTEC National Certificate in building	D	1
<b>Knowledge</b>	To be familiar with building regulations.	D	1,3
<b>Knowledge</b>	Understanding of CDM regulations	D	1,3
<b>Knowledge</b>	Computer literate	D	1,3
<b>Knowledge</b>	Preparation of tender documents	D	1,3
<b>Knowledge</b>	Preparation of specifications	D	1,3
<b>Knowledge</b>	Gas and electricity regulations	D	1,3
<b>Knowledge</b>	Disabled access arrangement.	D	1,3
<b>Special Requirements</b>	Physically able to safely access and work on a wide variety of construction sites.	E	1,3
<b>Special Requirements</b>	Flexible working hours	E	1,3

#### **Car Allowance:**

This post carries a designated car user status.



**E/D:**

Essential (E)

Desirable (D)

**Measure:**

1. Application form
2. Test after shortlisting
3. At interview
4. Documentary evidence
5. Other [please specify]