

PERSON SPECIFICATION

T88 Project Officer

Specification Type	Additional/changed requirements	E/D	Measure
Personal Skills	Ability to work within a diverse team.	E	1,3
Personal Skills	Effective interpersonal and communication skills.	E	1,3
Personal Skills	Numerate and analytical.	D	1,3
Personal Skills	Ability to maintain attention to detail whilst working within deadlines.	E	1,3
Personal Skills	Ability to provide information and briefing notes for officers and members.	D	1,3
Experience	Local Government experience	D	1,3
Experience	Previous work within a relevant area.	E	1,3
Experience	Experience of supervising contractors	D	1,3
Experience	Experience of prioritising own workloads.	E	1,3
Experience	Experience of managing health and safety of contractors.	E	1,3
Experience	Experience of budget control	E	1,3
Experience	Experience of disabled adaptations	E	1,3
Experience	Experience of Energy Efficiency retrofit works.	E	1,3
Experience	Construction project management.	E	1,3
Experience	Managing KPIs and contract management and performance	E	1,3
Attainments/Qualifications	HNC Building Studies	D	1,3
Attainments/Qualifications	Relevant time served experience	E	1,3
Knowledge	An understanding of relevant construction legislation and council requirements.	E	1,3
Knowledge	A sound knowledge of construction design	E	1,3
Knowledge	An understanding of relevant building trades and the principles of asset management	E	1,3
Knowledge	Computer literate	E	1,3
Knowledge	An understanding of procurement and contract documentation	E	1,3
Knowledge	A sound knowledge of Building regulations	E	1,3
Knowledge	An understanding of disabled access design, including relevant legislation, British Standards and best practise.	E	1,3
Knowledge	An understanding of energy efficiency retrofit solutions, and sustainable construction.	D	1,3
Knowledge	A sound knowledge of Construction Health and Safety legislation	E	1,3

Specification Type	Additional/changed requirements	E/D	Measure
Special Requirements	Able to work outside office hours, including evening meetings.	D	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]