

## PERSON SPECIFICATION

### T117 – SENIOR ASSET PROJECT OFFICER

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

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<b>Special Requirements</b>	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]