

#### PERSON SPECIFICATION

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| Post Title: **Property Surveyor** | Post Number: CH147 |
| Division: **Housing Property Services** | Grade: **G** |
| JE Ref: **A2125** | Date Revised: **September 2017** |

This form sets the standard for the person needed for this job, and also suggests the questions to be asked at short listing and interview stages. The requirements are job-related and described using appropriate words and marked E (Essential) or D (Desirable) as appropriate. There will not necessarily be an entry in every box.

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|  | | REQUIREMENTS | | | **ESSENTIAL (E) OR**  **DESIRABLE (D)** | | MEASUREMENT **(see below)** | |
| EXPERIENCE | | Experience in a building surveying discipline.  Demonstrable experience of working in the construction industry on refurbishment projects. | | | E  E | | 1 & 3  1 & 3 | |
| Experience of working in a social housing environment. | | | D | | 1 & 3 | |
| **SKILLS REQUIRED** | | Have IT skills sufficient to use Microsoft Office Packages such as Word, Excel and Outlook. | | | E | | 1, 2 & 3 | |
| Ability to work collaboratively with other staff members, tenants and contractors. | | | E | | 3 | |
| Good organisational skills sufficient to manage prioritisation of various work tasks. | | | E | | 3 | |
| The ability to converse at ease with customers and provide advice in accurate spoken English both over the telephone or face to face. | | | E | | 3 | |
| Literacy skills sufficient to write reports, specifications, and letters to tenants, Council Members and external organisations. | | | E | | 1 & 3 | |
| Numeracy skills sufficient to deal with budgetary requirements. | | | E | | 1 & 3 | |
| **KNOWLEDGE BASE** | | A knowledge of building construction, contract management and the on-site supervision of contractors. | | | E | | 1 & 3 | |
| A general knowledge of health and safety issues relating to surveying and construction works including Asbestos awareness training. | | | E | | 1 & 3 | |
| Knowledge of the Construction Design Management Regulations 2015. | | | D | | 1 & 3 | |
| QUALIFICATIONS / TRAINING | | A relevant technical qualification in a construction or building related subject, minimum either HNC or City and Guilds Level 3 trade qualification. | | | E | | 4 | |
| GCSE’s in Mathematics and English at Grade C or above or equivalent vocational or academic experience. | | | E | | 4 | |
| A relevant degree or working towards a relevant degree in a construction related subject. | | | D | | 4 | |
| **ATTITUDE / MOTIVATION** | | Able to work on own initiative individually or as part of a team. | | | E | | 1 & 3 | |
| Able to work under pressure. | | | D | | 1 & 3 | |
| **OTHER REQUIREMENTS** | | A full UK driving licence and use of your own vehicle to access sites across the district. | | | E | | 1 & 4 | |
| Willing to work out of office hours as required by the role e.g. to attend Resident Group meetings. | | | E | | 1 & 3 | |
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| **MEASUREMENT** | **1. From**  **application**  **form** | | **2. By test after**  **short listing** | **3. Probing at**  **interview** | | **4. Documentary**  **evidence** | | **5. Other**  **(Please specify)** |

Total number of essential criteria measurable from application form = 10

Total number of desirable criteria measurable from application form = 3