

Recruitment person specification

Post being recruited for: **Construction Project Manager**

Our Behaviours

These apply to all posts

Respect

Integrity

Flexibility

Person specification

Category	Essential	Desirable (not every post needs desirable requirements)
Experience	<p>Significant experience in the delivery of complex building repair projects</p> <p>Experience of assisting with the budget management of workload up to £20m/annum.</p> <p>Management of major repairs projects on local authority housing.</p> <p>Effectively working with a wide range of stakeholders including homeowners, tenants, professional bodies representing surveyors and architects, heritage and conservation bodies and community groups.</p> <p>Sound understanding of commercial issues and an aptitude for negotiations with experience of resolving issues with third parties.</p> <p>Proven experience and deep understanding of customer services.</p> <p>Proficiency in Microsoft Word, Powerpoint and Excel.</p> <p>Experience or knowledge of working in a Mixed Tenure or shared ownership setting.</p>	<p>Experience working in the public sector.</p> <p>Previous contribution to achievement of ISO standard and Customer Service Excellence accreditation.</p> <p>Knowledge of case/project management systems.</p>

<p>Knowledge, skills and understanding</p>	<p>Excellent verbal and written communication skills, including report writing for senior management and both technical and non-technical audiences.</p> <p>Ability to work under pressure and prioritise work.</p> <p>Ability to contribute to, interpret and analyse tender documents to ensure best value and quality in line with Council budgets.</p> <p>Management of a number of concurrent, complex projects and ability to analyse and apply suitable course of action.</p> <p>Demonstrates ability to manage complex customer/client relationships.</p> <p>A willingness to learn and develop knowledge and skills through practical on the job experience.</p> <p>Knowledge, experience and understanding of delivering property repairs within the Tenements (Scotland) Act 2004.</p>	<p>Current knowledge of legislation, policy, and statutes pertaining to property repairs.</p> <p>Knowledge current issues in local government, policies and customer care standards.</p> <p>Demonstrates understanding of KPIs.</p> <p>Understanding of the political sensitivities and issues surrounding the delivery of high profile and complex work in a public sector organisation.</p>
<p>Qualifications and training</p>	<p>Hold a relevant degree and membership of a relevant property related professional body (e.g. IET, RICS, RIAS, CIBSE, IET, IMechE, CIOB) or be able to demonstrate relevant equivalent experience and competence.</p> <p>Working towards or hold the membership of an appropriate professional institution.</p>	<p>Project Management qualification such as PRINCE2, Agile, etc</p>
<p>Job specific requirements</p>	<p>Ability to communicate complex and contentious issues internally and externally, including representing the Council as required.</p> <p>Ability to deal with complex issues and exercise good judgement.</p> <p>High quality communications skills –both written and oral.</p> <p>Ability to manage resources.</p> <p>Full UK driving license.</p>	