

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	Significant experience in the delivery of complex building repair projects Experience of assisting with the budget management of workload up to £20m/annum. Management of major repairs projects on local authority housing. Effectively working with a wide range of stakeholders including homeowners, tenants, professional bodies representing surveyors and architects, heritage and conservation bodies and community groups. Sound understanding of commercial issues and an aptitude for negotiations with experience of resolving issues with third parties. Proven experience and deep understanding of customer services. Proficiency in Microsoft Word, Powerpoint and Excel. Experience or knowledge of working in a Mixed Tenure or shared ownership setting.	Experience working in the public sector. Previous contribution to achievement of ISO standard and Customer Service Excellence accreditation. Knowledge of case/project management systems.

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