

Recruitment person specification

Post being recruited for: Surveyor (Preservation Team)

Council core competencies

These apply to all posts

Being customer / client focused

Working effectively with others

Managing change

Taking ownership and responsibility

Communicating effectively

Planning and decision making

These apply to posts with responsibility for managing people or resources

Leading others

Managing performance and developing others

Political sensitivity

Managers

1. Specify what the essential requirements are for your vacancy under each category. All candidates that have disclosed a disability must be interviewed if they meet the essential requirements.
2. Specify what the desirable requirements are for your vacancy under each category. Desirable criteria can be used to shortlist candidates if you have a high volume of applicants. However, you cannot use desirable criteria when shortlisting any candidates that have disclosed a disability.

Person specification

Category	Essential	Desirable (not every post needs desirable requirements)
Experience	Experience in the identification and effective treatment of dampness, mould and condensation in domestic properties. 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 understanding of customer services.	Experience working in the public sector. Knowledge of case/project management systems.

Knowledge, skills and understanding	Current knowledge of legislation, policy, and statutes pertaining to domestic property repairs. 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. Understanding of the issues surrounding the delivery of high profile and complex work to address issues of dampness mould and condensation, in a public sector organisation. Demonstrates ability to manage complex customer/client relationships. Leading a number of concurrent, complex projects and ability to analyse and apply suitable course of action. Proficiency in Microsoft Word, Powerpoint and Excel.	knowledge current issues in local government, policies and customer care standards.
Qualifications and training	Hold a relevant qualification in preservation at an appropriate level and be able to demonstrate relevant equivalent experience and competence. Evidence of continuing professional development.	Project Management qualification such as PRINCE2, Agile, etc. Qualified Member of appropriate professional institution MRICS/FRICS/MCIOB/MICE.
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 licence.	Registered under the Construction Skills Certification Scheme.

