



## Head of Special Projects Property Services Person Specification

What are we looking for?		How will we check if you have it?
<b>Qualification</b>	Relevant qualification at or above level 4 and preferably membership of a professional body such as RICS, CIOB or CIH.	Application form and Interview
<b>Mobility</b>	This role requires you to travel from site to site where there is not always convenient public transport; if you do not have your own motor vehicle you will have to demonstrate how you will carry out this aspect of the role.	Application form and interview
<b>Experience</b>	At least 10 years' professional experience as a surveyor, construction manager or similar. Experience of managing a team of professionals and delivering substantial planned maintenance works programmes and complex construction projects to residential properties or a closely related activity.	Application form and interview

<b>Knowledge and skills</b>	<ul style="list-style-type: none"> <li>• Strong project management skills.</li> <li>• Line management experience of a team of property/construction professionals.</li> <li>• Managing complex building projects and delivery to required time, cost and quality.</li> <li>• Managing resident and stakeholder involvement in complex refurbishment projects.</li> <li>• Procuring and delivering large property maintenance works programmes.</li> <li>• Effective budget management skills.</li> <li>• Effective contract management skills.</li> <li>• Knowledge of housing property law, industry standards and good practice.</li> <li>• Knowledge of property related health and safety.</li> <li>• Understands how an awareness of Equalities, Diversity and Inclusion influences the way services are delivered.</li> </ul>	Application form and interview
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<b>What are we looking for?</b>		<b>How will we check if you have it?</b>
<b>Core Competencies</b>	<b>Liaising and networking:</b> Able to build constructive relationships with others both inside and outside the organisation to improve knowledge, share information and ensure effective business practices	Application form and interview
	<b>Planning and organisation:</b> Develops project plans involving others and prioritises work to ensure that key deadlines are met	Application form and interview
	<b>Achieving results and quality focus:</b> Demonstrates an understanding of what the organization is trying to achieve and gets results even in challenging or difficult situations	Application form and interview
	<b>Communication:</b> Communicates in a clear and understandable way, coming across to others as positive and approachable	Application form and interview
	<b>Customer focus:</b> Provides effective support to customers in response to their needs, managing expectations and continually seeking to improve the service	Application form and interview

<b>Core competencies</b>	<b>Financial and numerical awareness:</b> Uses statistics and numerical information to inform decisions and activities and is able to set budgets and control costs within them	Application form and interview
	<b>Judgement and decision-making:</b> Is able to take responsibility for difficult decisions, staying calm under pressure and consulting with others as appropriate to solve problems	Application form and interview
	<b>Working with others:</b> Works in a co-operative and supportive way with team members and others using initiative appropriately to get things done	Application form and interview
	<b>Influencing and negotiation</b> Uses a range of styles and sound arguments to convince others demonstrating a clear point of view but negotiating when appropriate	Application form and interview
	<b>Managing change and innovation</b> Produces ideas for improvements, new activities and problem solving, supporting others to overcome difficulties with change	Application form and interview