

## Trainee Building Surveyor Person Specification

<i>What are we looking for?</i>		<i>How will we check if you have it?</i>
<b>Qualification</b>	<ul style="list-style-type: none"> <li>• 3 x A Levels or BTEC (equivalent to 112 UCAS Points)</li> </ul>	Application form
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Minimum of 2yrs experience in property/Housing sector.</li> </ul>	Application form
	<ul style="list-style-type: none"> <li>• Managing your own performance so that your targets are met.</li> </ul>	Application form/interview
<b>Knowledge and Skills</b>	<ul style="list-style-type: none"> <li>• Demonstrable previous experience of writing in depth reports, and general project management responsibility.</li> </ul>	Application form/interview
	<ul style="list-style-type: none"> <li>• Good current knowledge of housing sector law and regulations</li> </ul>	Application form/interview
	<ul style="list-style-type: none"> <li>• Good knowledge of industry standards, HHSRS and general health and Safety relating to property industry</li> </ul>	Application form/interview
	<ul style="list-style-type: none"> <li>• Able to work under pressure</li> </ul>	Application form/interview
	<ul style="list-style-type: none"> <li>• Ability to work across multiple work streams</li> </ul>	Application form/interview
	<ul style="list-style-type: none"> <li>• Ability to make concise factual reports both verbally and in writing</li> </ul>	Application form/interview
	<ul style="list-style-type: none"> <li>• Ability to keep abreast of changes in construction and service technologies and standards</li> </ul>	Application form/interview
	<ul style="list-style-type: none"> <li>• Ability to effectively engage and manage positive working relationships with customers who have active complaints and resolve these to a satisfactory standard.</li> </ul>	Application form/interview
	<ul style="list-style-type: none"> <li>• Ability to use a range of IT systems including specialists packages to intermediate level.</li> </ul>	Application form
	<ul style="list-style-type: none"> <li>• An understanding of the external environment in which we operate</li> </ul>	Application form/interview
	<ul style="list-style-type: none"> <li>• Access to own transport for business use</li> </ul>	Application form
	<ul style="list-style-type: none"> <li>• Able to climb ladders to reach inaccessible spaces and be able to inspect confined spaces.</li> </ul>	Application form

<b>Core Competencies</b>	<b>Networking</b> <ul style="list-style-type: none"> <li>• Able to build positive relationships with customers that have had cause to complain.</li> <li>• To liaise with internal colleagues and promote lessons learnt and ensure that better practices are put in place to avoid complaints from reoccurring.</li> </ul>	Application form, Interview
	<b>Customer Focus</b> <ul style="list-style-type: none"> <li>• Able to manage customer expectations and apply organisation policies</li> <li>• Understands diversity issues and provides appropriate service</li> <li>• Identifies ways to continually improve customer service</li> </ul>	Application form, interview
	<b>Project management:</b> <ul style="list-style-type: none"> <li>• Ability to manage multiple work streams with outside input and ensure that all key deadlines are met.</li> </ul>	Application form, interview, test
	<b>Communication</b> <ul style="list-style-type: none"> <li>• Communicates in a clear and understandable way</li> <li>• Selects the most appropriate mode of communication for the audience</li> <li>• Demonstrates a confident approach to speaking in meetings and in public</li> </ul>	Application form, interview, Test
	<b>Working with Others/Team Work</b> <ul style="list-style-type: none"> <li>• Builds rapport and good working relationships with team members and other colleagues within the organisation</li> <li>• Uses initiative to get things done</li> <li>• Has a constructive approach when dealing with conflict or differences</li> </ul>	interview

<b>Core Competencies</b>	<b>Achieving Results and Quality Focus</b> <ul style="list-style-type: none"> <li>• Demonstrates understanding of what business/department is trying to achieve</li> <li>• Follows organisation procedures</li> <li>• Consistently works to achieve high standards of quality</li> <li>• Actively solves problems and seeks better ways of doing things</li> <li>• Achieves results even in difficult or challenging situations</li> </ul>	Application and interview
	<b>Financial Awareness</b> <ul style="list-style-type: none"> <li>• Uses statistics and numerical information to inform decisions and activities and is able to set budget estimates and ability to control costs within them.</li> </ul>	Application and interview
	<b>Planning and Organising</b> <ul style="list-style-type: none"> <li>• Ability to manage multiple works streams at once, by prioritising works to meet deadlines</li> <li>• Plans ahead and includes others in planning</li> <li>• Is able to produce monitoring reports within agreed timescales.</li> </ul>	Interview
	<b>Managing Change and Innovation</b> <ul style="list-style-type: none"> <li>• Demonstrates a positive attitude to change</li> <li>• Adapts to new working conditions and methods constructively</li> <li>• Supports others to overcome difficulties with change</li> <li>• Produces ideas for improvements. New activities and problem solving</li> </ul>	Application and interview

<b>Core Competencies</b>	<b>Judgment and Decision Making</b> <ul style="list-style-type: none"> <li>• Draws on past experience and knowledge to ensure sound decisions</li> <li>• Gathers information and researches adequately</li> <li>• Consults with appropriate others to seek advice, views and problem solve</li> <li>• Understands the impacts of decisions made</li> <li>• Is able to take responsibility for difficult decisions</li> </ul>	Test
	<b>Influencing and Negotiation</b> <ul style="list-style-type: none"> <li>• Holds constructive discussions with others</li> <li>• Listens to others and is prepared to negotiate when appropriate</li> </ul>	Application and interview