

## Construction Quality Manager, Special Projects - Person Specification

What are we looking for?		How will we check if you have it?
<b>Qualification</b>	<ul style="list-style-type: none"> <li>BTEC or SQA national award or higher in Building/Construction discipline or equivalent aptitude and drive to learn and deliver the service</li> <li>Membership of ICWCI, RICS, CIOB or IOSH an advantage</li> </ul>	Application form
<b>Experience</b>	<ul style="list-style-type: none"> <li>Minimum of 5 Years PQ experience in Quality Manager, Site Inspector, Clerk of Works, Defects Surveyor or Compliance based role preferably in the Housing Sector</li> </ul>	Application form Interview
	<ul style="list-style-type: none"> <li>Experience of auditing information prior to commencement of works</li> </ul>	Application form Test
	<ul style="list-style-type: none"> <li>Experience of snagging and handover of projects</li> </ul>	Application form Interview
	<ul style="list-style-type: none"> <li>Experience of inspecting projects, mainly relating to defects, replacing cladding and fire safety from inception through to project handover</li> </ul>	Application form Interview
	<ul style="list-style-type: none"> <li>Experience of managing time-input across different sites</li> </ul>	Application form
<b>Knowledge and Skills</b>	<ul style="list-style-type: none"> <li>Understanding of the client relationship with Contractors, contracts and related documentation</li> </ul>	Application form Interview
	<ul style="list-style-type: none"> <li>Thorough knowledge of building process and the roles of the different professions</li> </ul>	Application form Interview
	<ul style="list-style-type: none"> <li>Knowledge of minimum standards and statutory regulations requirements for construction works</li> </ul>	Application form
	<ul style="list-style-type: none"> <li>Ability to read and interpret construction drawings and specifications</li> </ul>	Application form Test

What are we looking for?		How will we check if you have it?
<b>Knowledge and Skills</b>	<ul style="list-style-type: none"> <li>Ability to keep abreast of changes in construction and service technologies and standards</li> </ul>	Application form
	<ul style="list-style-type: none"> <li>Knowledge and compliance with relevant Health and Safety legal requirements</li> </ul>	Application form Test
	<ul style="list-style-type: none"> <li>Practical knowledge of mechanical and electrical installations</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 Test
	<ul style="list-style-type: none"> <li>Ability to demonstrate an understanding of the aspirations of tenants and leaseholders and be committed to meeting these wherever possible</li> </ul>	Application form Interview
	<ul style="list-style-type: none"> <li>Basic IT competency - in Microsoft programs for report writing, record keeping and for downloading of digital site progress photographs.</li> <li>Further IT competency for use of CRM/ Dynamics, iPos and GoPad</li> <li>Mobile working software for site inspections (preferred)</li> <li>Microsoft Excel for interrogation of spreadsheets</li> <li>Microsoft Outlook for time management</li> </ul>	Application form Test
<b>Diversity/Equal Opportunities</b>	<ul style="list-style-type: none"> <li>Understand how diversity policies and equal opportunities plays a vital role in customer care</li> </ul>	Interview

### Additional requirements

Be able to climb ladders to reach inaccessible spaces and be able to inspect in confined spaces  
Clean driving license and car owner/motor bicycle owner

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Core Competencies	<ul style="list-style-type: none"> <li>• <b>Communication</b> – Using clear and effective written and verbal communication skills with others</li> </ul>	Application form Interview Test
	<ul style="list-style-type: none"> <li>• <b>Negotiation and Influencing</b> - Able to persuade and convince others to a course of action and/or negotiate solutions</li> </ul>	Application form
	<ul style="list-style-type: none"> <li>• <b>Working with others/Team work</b> – Developing and maintaining effective and co-operative working relationships with others and showing respect for all.</li> </ul>	Interview
	<ul style="list-style-type: none"> <li>• <b>Innovation and problem solving</b> - Produces ideas for improvements, new activities and problem solving</li> </ul>	Application form
	<ul style="list-style-type: none"> <li>• <b>Judgement and decision making</b> - Able to make sound decisions and solve problems based on good use of judgement</li> </ul>	Test
	<ul style="list-style-type: none"> <li>• <b>Planning and organising</b> - Working in systematic way, planning and allocating time and resources effectively</li> </ul>	Application form
	<ul style="list-style-type: none"> <li>• <b>Achieving results and quality focus</b> - Setting high work standards and demonstrating commitment to achieving objectives</li> </ul>	Application form
	<ul style="list-style-type: none"> <li>• <b>Customer Focus</b> – Identifying and meeting the needs of internal and external customers</li> </ul>	Test
	<ul style="list-style-type: none"> <li>• <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.</li> </ul>	Interview