

## Quality Manager - Person Specification

What are we looking for?		How will we check?
<b>Qualification</b>	Candidates with a site management background: <ul style="list-style-type: none"> <li>BTEC Level 4, HNC, HND, NVQ Level 4, or higher in Building/Construction discipline; or equivalent experience with a clear CPD history</li> </ul>	Application form, CV
	All candidates: <ul style="list-style-type: none"> <li>Membership of CIAT, CIOB or ICWCI an advantage</li> </ul>	
<b>Experience</b>	Minimum of 5 years' recent experience in one of the following roles in the UK, preferably in the Housing Sector: <ul style="list-style-type: none"> <li>Main Contractor's Quality Manager/Finishing Foreman</li> <li>Site Inspector</li> <li>Clerk of Works</li> <li>Architect or Building Surveyor with full inspection role</li> </ul> Experience of technical design and procurement (RIBA Stages 3 to 5) of housing in the UK would be an advantage	Application form, CV, Interview
	<ul style="list-style-type: none"> <li>Experience of auditing design and construction information prior to commencement of works</li> </ul>	Application form, CV, Interview
	<ul style="list-style-type: none"> <li>Experience of inspecting construction projects at all stages of construction from demolition/site clearance to handover including standard setting, pre-close up, pre-strike, functional and snagging inspections</li> </ul>	Application form, CV, Interview
	<ul style="list-style-type: none"> <li>Experience of managing time-input across different sites and projects</li> </ul>	Application form, CV, Interview

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<b>Knowledge and Skills</b>	<ul style="list-style-type: none"> <li>Understanding of both the current and emerging regulatory regime in respect of Building Regulations and Building Safety for residential construction</li> </ul>	Application form, Test, Interview
	<ul style="list-style-type: none"> <li>Knowledge of other bodies whose requirements and standards are applicable to residential construction</li> </ul>	Application form, Test, Interview
	<ul style="list-style-type: none"> <li>Thorough knowledge of building processes and the roles of the different trades and professions</li> </ul>	Application form, Test, Interview
	<ul style="list-style-type: none"> <li>Understanding of the client relationship with Contractors and housebuilders in Design and Build contracts/Development Agreements respectively</li> </ul>	Test, Interview
	<ul style="list-style-type: none"> <li>Ability to read and interpret design and fabrication drawings and specifications</li> </ul>	Application form, Test, 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>Knowledge of relevant Health and Safety requirements including CDM 2015</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>	Test, Interview
	<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, Test, Interview
	IT competency: <ul style="list-style-type: none"> <li>Downloading of digital site progress photographs (essential)</li> <li>Microsoft Excel for the preparation of quality management reports and interrogation of spreadsheets (essential)</li> <li>Microsoft Outlook for calendar/time management and email communications (essential)</li> <li>Microsoft Word for general report writing and correspondence</li> <li>Mobile working software for site inspections including snagging (preferred)</li> </ul>	Application form, CV
<b>Additional requirements</b>	<ul style="list-style-type: none"> <li>Be able to climb ladders and to inspect in confined spaces (subject to adequate site H&amp;S provision)</li> <li>CSCS accreditation</li> <li>SMSTS accreditation or NEBOSH equivalent to enable unaccompanied inspections (preferred)</li> <li>Clean driving licence and car owner/motor bicycle owner (not essential)</li> </ul>	Application form, CV, Interview

What are we looking for?		How will we check?
<b>Diversity/Equal Opportunities</b>	<ul style="list-style-type: none"> <li>Understanding of how diversity policies and equal opportunities play a vital role in customer care</li> </ul>	Interview
<b>Core Competencies</b>	<b>Communication</b> – Using clear and effective written and verbal communication skills with others	Application form, CV, Test, Interview
	<b>Negotiation and Influencing</b> - Able to persuade and convince others to a course of action and/or negotiate solutions	Application form, Interview
	<b>Working with others/Team work</b> – Developing and maintaining effective and co-operative working relationships with others and showing respect for all	Interview
	<b>Innovation and problem solving</b> - Produces ideas for improvements, new activities and problem solving. Understands the principles of process management and is able to put them into practice.	Application form, Interview
	<b>Judgement and decision making</b> - Able to make sound decisions and solve problems based on good use of judgement	Test, Interview
	<b>Planning and organising</b> - Working in a systematic way, planning and allocating time and resources effectively	Application form, Test, Interview
	<b>Achieving results and quality focus</b> - Setting high work standards and demonstrating commitment to achieving objectives	Application form, Interview
	<b>Customer Focus</b> – Identifying and meeting the needs of internal and external customers	Application form, Test, Interview
	<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, Interview