



Construction Quality Manager, Special Projects - Person Specification

What are we looking for?		How will we check if you have it?
Qualification	<ul style="list-style-type: none"> BTEC or SQA national award or higher in Building/Construction discipline or equivalent aptitude and drive to learn and deliver the service Membership of ICWCI, RICS, CIOB or IOSH an advantage 	Application form
Experience	<ul style="list-style-type: none"> Minimum of 12 months experience in Quality Manager, Site Inspector, Clerk of Works, Defects Surveyor or Compliance based role preferably in the Housing Sector 	Application form Interview
	<ul style="list-style-type: none"> Experience of auditing information prior to commencement of works 	Application form Test
	<ul style="list-style-type: none"> Experience of snagging and handover of projects 	Application form Interview
	<ul style="list-style-type: none"> Experience of inspecting projects, mainly relating to defects, replacing cladding and fire safety from inception through to project handover 	Application form Interview
	<ul style="list-style-type: none"> Experience of managing time-input across different sites 	Application form

Knowledge and Skills	<ul style="list-style-type: none"> Understanding of the client relationship with Contractors, contracts and related documentation 	Application form Interview
	<ul style="list-style-type: none"> Thorough knowledge of building process and the roles of the different professions 	Application form Interview
	<ul style="list-style-type: none"> Knowledge of minimum standards and statutory regulations requirements for construction works 	Application form
	<ul style="list-style-type: none"> Ability to read and interpret construction drawings and specifications 	Application form Test
	<ul style="list-style-type: none"> Ability to keep abreast of changes in construction and service technologies and standards 	Application form
	<ul style="list-style-type: none"> Knowledge and compliance with relevant Health and Safety legal requirements 	Application form Test
	<ul style="list-style-type: none"> Practical knowledge of mechanical and electrical installations 	Application form Interview
	<ul style="list-style-type: none"> Ability to make concise factual reports both verbally and in writing 	Application form Test
	<ul style="list-style-type: none"> Ability to demonstrate an understanding of the aspirations of tenants and leaseholders and be committed to meeting these wherever possible 	Application form Interview
	<ul style="list-style-type: none"> Basic IT competency - in Microsoft programs for report writing, record keeping and for downloading of digital site progress photographs. Further IT competency for use of CRM/ Dynamics, iPos and GoPad Mobile working software for site inspections (preferred) Microsoft Excel for interrogation of spreadsheets Microsoft Outlook for time management 	Application form Test
Diversity/Equal Opportunities	<ul style="list-style-type: none"> Understand how diversity policies and equal opportunities plays a vital role in customer care 	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">• Communication – Using clear and effective written and verbal communication skills with others	Application form Interview Test
	<ul style="list-style-type: none">• Negotiation and Influencing - Able to persuade and convince others to a course of action and/or negotiate solutions	Application form
	<ul style="list-style-type: none">• Working with others/Team work – Developing and maintaining effective and co-operative working relationships with others and showing respect for all.	Interview
	<ul style="list-style-type: none">• Innovation and problem solving - Produces ideas for improvements, new activities and problem solving	Application form
	<ul style="list-style-type: none">• Judgement and decision making - Able to make sound decisions and solve problems based on good use of judgement	Test
	<ul style="list-style-type: none">• Planning and organising - Working in systematic way, planning and allocating time and resources effectively	Application form
	<ul style="list-style-type: none">• Achieving results and quality focus - Setting high work standards and demonstrating commitment to achieving objectives	Application form
	<ul style="list-style-type: none">• Customer Focus – Identifying and meeting the needs of internal and external customers	Test
	<ul style="list-style-type: none">• Liaising and networking – Able to build constructive relationships with others both inside and outside the organisation to improve knowledge, share information and ensure effective business practices.	Interview