

Building Surveyor

Person Specification

What are we looking for?		How will we check if you have it?
Qualification	<ul style="list-style-type: none"> HNC or equivalent in Building/Construction Membership of CIOB / RICS 	Application form
Experience	<ul style="list-style-type: none"> Minimum of 5yrs experience in property surveying role, site inspector or quality manager role in the UK property/Housing sector. 	Application form
	<ul style="list-style-type: none"> Managing your own performance so that your targets are met. 	Application form/interview
	<ul style="list-style-type: none"> Demonstrable previous experience of writing in depth inspection reports, preparing schedule of works and programming and project management responsibility. 	Application form/interview
Knowledge and Skills	<ul style="list-style-type: none"> Excellent current knowledge of housing law and regulations 	Application form/interview
	<ul style="list-style-type: none"> Excellent knowledge of industry standards, HHSRS and general health and Safety relating to property industry 	Application form/interview
	<ul style="list-style-type: none"> Able to work under pressure 	Application form/interview
	<ul style="list-style-type: none"> Ability to project manage a range of specialist contractors and supply chain 	Application form/interview
	<ul style="list-style-type: none"> Ability to make concise factual reports both verbally and in writing and produce detailed specifications 	Application form/interview
	<ul style="list-style-type: none"> Ability to prepare detailed inspection budget plans and reports for senior management 	Application form/interview

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Knowledge and Skills	<ul style="list-style-type: none"> Ability to keep abreast of changes in construction and service technologies and standards 	Application form/interview
	<ul style="list-style-type: none"> Ability to read and interpret construction drawings and specifications 	Application form/interview
	<ul style="list-style-type: none"> Practical knowledge of mechanical and electrical installations 	Application form Interview
	<ul style="list-style-type: none"> Ability to effectively engage and manage positive working relationships with customers who have active complaints and resolve these to a satisfactory standard. 	Application form/interview
	<ul style="list-style-type: none"> Ability to use a range of IT systems including specialists packages to intermediate level. 	Application form
	<ul style="list-style-type: none"> An understanding of the external environment in which we operate 	Application form/interview
	<ul style="list-style-type: none"> Able to attend occasional evening meetings and meet customers out of normal working hours 	Interview
	<ul style="list-style-type: none"> Able to cover out of hours duty rota across evenings and weekends. 	Interview
	<ul style="list-style-type: none"> Access to own transport for business use 	Application form
	<ul style="list-style-type: none"> Able to climb ladders to reach inaccessible spaces and be able to inspect confined spaces. 	Application form
Core Competencies	Networking <ul style="list-style-type: none"> Able to build positive relationships with customers that have had cause to complain. To liaise with internal colleagues and promote lessons learnt and ensure that better practices are put in place to avoid complaints from reoccurring. 	Application form, Interview
	Customer Focus <ul style="list-style-type: none"> Able to manage customer expectations and apply organisation policies Understands diversity issues and provides appropriate service Identifies ways to continually improve customer service 	Application form, Interview
	Project management: <ul style="list-style-type: none"> Ability to manage multiple work streams with outside input and ensure that all key deadlines are met. 	Application Form, Interview, Test

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Core Competencies	Communication <ul style="list-style-type: none"> Communicates in a clear and understandable way Selects the most appropriate mode of communication for the audience Demonstrates a confident approach to speaking in meetings and in public 	Application Form, Interview, Test
	Working with Others/Team Work <ul style="list-style-type: none"> Builds rapport and good working relationships with team members and other colleagues within the organisation Uses initiative to get things done Has a constructive approach when dealing with conflict or differences 	Interview
	Achieving Results and Quality Focus <ul style="list-style-type: none"> Demonstrates understanding of what business/department is trying to achieve Follows organisation procedures Consistently works to achieve high standards of quality Actively solves problems and seeks better ways of doing things Achieves results even in difficult or challenging situations 	Application and interview
	Financial Awareness <ul style="list-style-type: none"> Uses statistics and numerical information to inform decisions and activities and is able to set budget estimates and ability to control costs within them. 	Application and interview
	Planning and Organising <ul style="list-style-type: none"> Ability to manage multiple works streams at once, by prioritizing works to meet deadlines Plans ahead and includes others in planning Is able to produce monitoring reports within agreed timescales. 	Interview
	Managing Change and Innovation <ul style="list-style-type: none"> Demonstrates a positive attitude to change Adapts to new working conditions and methods constructively Supports others to overcome difficulties with change Produces ideas for improvements. New activities and problem solving 	Application and interview

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