

Assistant Director (Major Projects) Property Services Person Specification

What are we looking for?		How will we check if you have it?
Qualification	Relevant qualification at or above level 4 and preferably membership of a professional body such as RICS, CIOB or CIH.	Application form and Interview
Mobility	This role requires you to travel from site to site where there is not always convenient public transport; if you do not have your own motor vehicle you will have to demonstrate how you will carry out this aspect of the role.	Application form and interview
Experience	At least 10 years' professional experience as a surveyor or similar. Experience of managing a team of other professionals and delivering substantial major capital defect and fire safety remediation works programmes and complex construction projects to residential property or a closely related activity.	Application form and interview

Knowledge and skills	<ul style="list-style-type: none"> • Strong project management skills. • Line management experience of a team of property/construction professionals. • Managing complex building projects to deliver required time, cost and quality. • Managing resident and stakeholder involvement in complex refurbishment projects. • Procuring and delivering large major capital works programmes. • Effective budget management skills. • Effective contract management skills. • Knowledge of housing property law, industry standards and good practice. • Knowledge of property related health and safety. • Understands how an awareness of diversity influences the way you deliver a service 	Application form and interview
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Core Competencies	Liaising and Networking: Able to build constructive relationships with others both inside and outside the organization to improve knowledge, share information and ensure effective business practices	Application form and interview
	Planning and organisation: Develops project plans involving others and prioritises work to ensure that key deadlines are met	Application form and interview
	Achieving results and quality focus: Demonstrates an understanding of what the organisation is trying to achieve and gets results and is driven to succeed, even in challenging or difficult situations	Application form and interview
	Communication: Communicates in a clear and understandable way, coming across to others as positive, approachable, and authoritative.	Application form and interview
	Customer Focus: Provides effective support to customers in response to their needs, managing expectations and continually seeking to improve the service	Application form and interview

Core Competencies	Financial and Numeric Awareness: Uses statistics and numerical information to inform decisions and activities and is able to set budgets and control costs within them	Application form and interview
	Judgement and decision-making: Is able to take responsibility for difficult decisions, staying calm under pressure and consulting with others as appropriate to solve problems	Application form and interview
	Working with others: Works in a co-operative and supportive way with team members and others using initiative appropriately to get things done, and demonstrating effective leadership to inspire others.	Application form and interview
	Influencing and Negotiation Uses a range of styles and sound arguments to convince others demonstrating a clear point of view but negotiating when appropriate	Application form and interview
	Managing change and innovation Produces ideas for improvements, new activities and problem solving, supporting others to overcome difficulties with change	Application form and interview
	Change and Innovation Is receptive to the need for change, is adaptable and produces ideas for improvement in own area of work.	Application form and interview
Management Competencies	Showing Leadership Provides a strong role model and involves motivating others.	Application form and interview
	Managing Performance Establishes clear objectives and work standards and provides regular review and feedback	Application form and interview
	Developing People Able to support people to carry out their role effectively and reach their potential	Application form and interview