

Trainee Building Surveyor Person Specification

<i>What are we looking for?</i>		<i>How will we check if you have it?</i>
Qualification	<ul style="list-style-type: none"> • 3 x A Levels or BTEC (equivalent to 112 UCAS Points) 	Application form
Experience	<ul style="list-style-type: none"> • Minimum of 2yrs experience in 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 reports, and general project management responsibility. 	Application form/interview
Knowledge and Skills	<ul style="list-style-type: none"> • Good current knowledge of housing sector law and regulations 	Application form/interview
	<ul style="list-style-type: none"> • Good 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 work across multiple work streams 	Application form/interview
	<ul style="list-style-type: none"> • Ability to make concise factual reports both verbally and in writing 	Application form/interview
	<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 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"> • 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
	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

Core Competencies	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 prioritising 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

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 • Listens to others and is prepared to negotiate when appropriate 	Application and interview