



Head of Special 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, construction manager or similar. Experience of managing a team of professionals and delivering substantial planned maintenance works programmes and complex construction projects to residential properties 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 and delivery to required time, cost and quality. • Managing resident and stakeholder involvement in complex refurbishment projects. • Procuring and delivering large property maintenance 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 Equalities, Diversity and Inclusion influences the way services are delivered. 	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 organisation 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 organization is trying to achieve and gets results even in challenging or difficult situations	Application form and interview
	Communication: Communicates in a clear and understandable way, coming across to others as positive and approachable	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 numerical 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	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