

PERSON SPECIFICATION

POST: Clerk of Works
LOCATION: Perth Office

| CRITERIA | WHERE FOUND (AF - APPLICATION FORM, I - INTERVIEW, R - REFERENCES) | ESSENTIAL | DESIRABLE |
|--|---|-----------|-----------|
| Education/Training/Qualifications | | | |
| HNC in Building/Quantity Surveying or equivalent | AF | | ✓ |
| Member of Institute of Clerk of Works | AF | | ✓ |
| Work Experience | | | |
| Experience in housing maintenance/ surveying or building trades | AF/I/R | ✓ | |
| Experience of Construction or Project Management | AF/I/R | | ✓ |
| Knowledge/Skills/Abilities | | | |
| Technical knowledge of best building practice, including Planning and Building Control Standards, British Standards and European Regulations | AF/I | ✓ | |
| Technical knowledge of maintenance implications of differing methods of and materials for construction | I | ✓ | |
| Legal knowledge of all obligations and requirements of building owners and landlords | I | ✓ | |
| Legal knowledge to understand implications of other owners obligations and requirements | I | ✓ | |
| Ability to effectively supervise quality of work on numerous simultaneous projects | I | ✓ | |
| Building cost knowledge to understand implications of decisions made affecting the quality of the works carried out | I | ✓ | |
| Housing knowledge for standards of customer service | I | | ✓ |
| Excellent communication skills to deal with internal and external customers | I | ✓ | |
| Ability to prepare and manage programmes and budgets. | AF/I | ✓ | |
| Ability to work on own initiative. | I/R | ✓ | |
| Ability to prioritise workloads and meet deadlines in a changing environment. | I/R | ✓ | |
| Ability to operate within and contribute to effective team working. | AF/I/R | ✓ | |
| Ability to use IT effectively | AF/I | ✓ | |
| Sets and maintains high professional and personal standards. | AF/I/R | ✓ | |
| Ability to work in a professional, customer focussed manner. | I/R | ✓ | |
| Personal competencies | | | |
| Flexibility | AF/I | ✓ | |
| Committed and self -motivated | AF/I/R | ✓ | |
| Able to undertake travel required of role – current driving licence and access to own car. | AF/I | ✓ | |