

PERSON SPECIFICATION

POST: Development Officer
LOCATION: Perth

CRITERIA	WHERE FOUND (AF - APPLICATION FORM, I - INTERVIEW, R - REFERENCES)	ESSENTIAL	DESIRABLE
Knowledge			
Technical Knowledge to control building contracts from commencement to completion	AF/I/R	✓	
Legal knowledge of building contracts and obligations and requirements of landlords and building developers	AF/I		✓
Qualifications and Experience			
HNC or equiv. in a relevant professional discipline or proven suitable experience of project management/surveying or related discipline or proven suitable experience in the maintenance of social housing	AF/I/R	✓	
Skills		✓	
Ability to involve and support customers in decisions making	AF/I		✓
Ability to develop successful partnerships with a range of stakeholders	AF/I		✓
Ability to assist with the co-ordination of the preparation of Tender documents and other related contract information.	AF/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, particularly spreadsheets and database applications	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	✓	