

Person Specification

Job Title	Building Surveyor (Right to Buy)
Grade	PO2
Service/Section	Home Ownership Service
Directorate	Housing & Safer Communities

Shortlisting Criteria: Essential criteria assessed via application form should be used to shortlist.

Criteria	Essential/ Desirable
Knowledge	
Demonstrable knowledge of Building Contract Documentation and Regulations.	D
Demonstrable ability to ensure excellent customer care practice and ability to communicate in all modes constructively and sympathetically with our customers and interested parties.	E
Demonstrable ability to produce detailed plans	D
Proven knowledge of relevant Health & Safety legislation and COSHH Acts/Regulations as they affect service provision.	D
Skills and Abilities	
Ability to carry out surveys and identify defects.	E
Ability to work on your own initiative, prioritise tasks, monitor and manage work to adhere to targets.	E
Proven ability to use computerised systems and knowledge of appropriate software.	D
Experience	
ONC/ONC B/Tech post qualification. Extensive experience working within a building services environment supervising contractors and/or contract staff, of which must have been in an office environment.	E
OR	
Based on extensive experience working within a building services environment, of which must have been in an office environment.	E

Equal Opportunities	
Understanding of and commitment to the Council's equal opportunities policies and ability to put into practice in the context of this post.	E
Understanding of and commitment to achieving the Council's staff values and ability to put into practice in the context of this post.	E