

## PERSON SPECIFICATION

### Modernisations Manager –T79

Specification Type	Additional/changed requirements	E/D	Measure
<b>Personal Skills</b>	Ability to project a confident, pleasant and professional manner	<b>E</b>	3
<b>Personal Skills</b>	Assertive, proactive, enthusiastic and self-motivated	<b>E</b>	1,3
<b>Personal Skills</b>	The ability to work with minimum supervision	<b>E</b>	1,3
<b>Personal Skills</b>	Commitment to the provision of high quality public service	<b>E</b>	1,3
<b>Personal Skills</b>	Ability to work as part of a team	<b>E</b>	1,3
<b>Personal Skills</b>	Commitment to customer care and equal opportunities	<b>E</b>	1,3
<b>Personal Skills</b>	Good planning, organisational and communication skills	<b>E</b>	1,3
<b>Personal Skills</b>	Reliability	<b>E</b>	1,3
<b>Personal Skills</b>	Ability to work accurately with attention to detail	<b>E</b>	1,3
<b>Personal Skills</b>	Flexibility to the needs of the service	<b>E</b>	1,3
<b>Experience</b>	Relevant experience in the procurement of building projects together with JCT contract forms, contract administration and supervisory experience	<b>E</b>	1,3
<b>Experience</b>	Working knowledge of current Health and Safety legislation including CDM 2007	<b>E</b>	1,3
<b>Experience</b>	Some knowledge of the CAD system	<b>D</b>	1,3
<b>Attainments/Qualifications</b>	BTEC national Certificate in building or equivalent	<b>D</b>	1,4
<b>Attainments/Qualifications</b>	NEBOSH General Certificate	<b>E</b>	1,4
<b>Attainments/Qualifications</b>	NEBOSH Construction Certificate	<b>E</b>	1,4
<b>Attainments/Qualifications</b>	CSCS card holder	<b>E</b>	1,4
<b>Knowledge</b>	To be familiar with building regulations	<b>D</b>	1,3
<b>Knowledge</b>	Working knowledge of Health and Safety and CDM regulations	<b>E</b>	1,3
<b>Knowledge</b>	Computer literate	<b>E</b>	1,3
<b>Knowledge</b>	Preparation of tender documents	<b>E</b>	1,3
<b>Knowledge</b>	Preparation of specifications	<b>E</b>	1,3
<b>Knowledge</b>	Gas and electricity regulations	<b>D</b>	1,3
<b>Knowledge</b>	Disabled access arrangements	<b>D</b>	1,3
<b>Knowledge</b>	Analytical skills and numerate	<b>E</b>	1,3
<b>Knowledge</b>	Budgetary control and management skills	<b>D</b>	1,3
<b>Knowledge</b>	Public Sector experience	<b>E</b>	1,4
<b>Special Requirements</b>	Physically able to safely access and work on a wide variety of construction sites	<b>E</b>	1,3

Specification Type	Additional/changed requirements	E/D	Measure
Special Requirements	Flexible working hours	E	1,3

**Car Allowance:**

This post carries a designated car user status.

**E/D:**

Essential (E)

Desirable (D)

**Measure:**

1. Application form
2. Test after shortlisting
3. At interview
4. Documentary evidence
5. Other [please specify]