

**PERSON SPECIFICATION**

**TECHNICAL OFFICER (ECDC HIA)**

<b>SKILLS</b>	<b>KNOWLEDGE</b>	<b>ATTAINMENT</b>	<b>ATTITUDE</b>
<b>ESSENTIAL</b>	<b>ESSENTIAL</b>	<b>ESSENTIAL</b>	<b>ESSENTIAL</b>
<p>Drawing and design building works including use of systems such as Autocad or similar.</p> <p>Good communication skills (written and verbal)</p> <p>Self management and organisational skills</p> <p>Numeracy</p> <p>Good mediation and negotiation skills with a range of people at all levels and in a variety of organisations</p> <p>Ability to work under pressure and to deadlines</p>	<p>Sound knowledge of housing construction, building works and key trades.</p> <p>Knowledge of home improvements and adaptations.</p> <p>Knowledge of building and planning regulations.</p> <p>Proven knowledge of Microsoft Office, including Word and Excel.</p>	<p>Degree level, HND or relevant technical qualification in building/construction.</p> <p>Full Drivers Licence and access to a vehicle</p> <p>Experience of tender preparation and evaluation, and supervision of works in progress.</p>	<p>Self motivated</p> <p>Ability to work as part of a team and on own initiative with minimum of supervision.</p> <p>Reliable and flexible</p> <p>Committed to high quality of service</p> <p>Customer focused</p> <p>Enthusiastic and committed to achieving the Council's objectives.</p> <p>Willing to occasionally work outside normal hours of work to meet the needs of the service.</p>
<b>DESIRABLE</b>	<b>DESIRABLE</b>	<b>DESIRABLE</b>	<b>DESIRABLE</b>
	<p>Awareness of local government</p> <p>Awareness of grant legislation.</p>	<p>Member of RICS, CIOB or other appropriate institute.</p> <p>Experience in dealing with vulnerable persons and related services and agencies.</p>	