



Person Specification			
<b>Post title</b>	Graduate Building Surveyor (Fixed Term – 2 Years)	<b>Grade / Salary</b>	G / H

**\* \* \* This post is exempt from the provisions of the Rehabilitation of Offenders Act – applicants must disclose all criminal convictions including those which are ‘spent’, in addition to any cautions and bindover orders received in the last 12 months \* \* \***

To be successful in this role you will need to demonstrate how you meet the criteria below at application & interview stage.

Shortlisting Number	Criteria	Method of assessment
<b>Skills, knowledge, experience</b>		
S1	Ability to embrace the values of Knowsley Council	CV/I
S2	Willingness to support colleagues and senior colleagues in undertaking their duties	CV/I
S3	Knowledge of operational public sector buildings within Merseyside	CV/I
S4	Knowledge of building regulations, the planning application process, construction contracts and construction law.	CV/I
S5	Willingness to undertake structured learning and training relevant to the role and the RICS Assessment of Professional Competence	CV/I
S6	Good time management skills and flexible approach to working hours having regard to the requirements of the role	CV/I
S7	Ability to plan and organise work and to work to time deadlines	CV/I
S8	Good IT skills including Microsoft excel, word, outlook and PowerPoint	CV/I
S9	Ability to use databases to input and manage information	CV/I
S10	Ability to work to fluctuating workloads	CV/I
S11	Flexible approach to team working in order to achieve priorities	CV/I

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S12	Good skills in managing and ordering information and communication with others	CV/I
S13	Good ability to write reports	CV/I
S14	A commitment to equal opportunities	CV/I
<b>Personal attributes and circumstances</b>		
P1	You must adhere to the “Knowsley Better Together” staff qualities; Integrity, Accountability, Communication and Respect	I
<b>Communication</b>		
C1	A demonstrable willingness to share information and work with other people, including the ability to listen, communicate with and understand others, taking account of other people’s points of view.	I
<b>Qualifications</b>		
Q1	A degree related to building surveying leading to RICS qualification of successful completion of APC	C/CV
Q2	UK driving licence or taking professional instruction to pass UK driving test to gain UK driving licence or equivalent mobility	C/CV

**A** = Application form   **CV** = Curriculum Vitae   **C** = Certificate   **E** = Exercise   **I** = Interview   **P** = Presentation   **AC** = Assessment Centre   **T** = Test

**Where the post involves working with children, in addition to a candidate’s ability to perform the duties of the post, the interview will also explore issues relating to safeguarding and promoting the welfare of children, including:**

- **Motivation to work with children and young people.**
- **Ability to form and maintain appropriate relationships and personal boundaries with children and young people.**
- **Emotional resilience in working with challenging behaviours.**
- **Attitudes to use of authority and maintaining discipline**

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*Knowsley Council*

We have a positive attitude to the employment of disabled people and guarantee an interview to those who meet **all** the necessary criteria of the person specification.

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