



Person Specification			
Post title	Graduate Building Surveyor (Fixed Term – 2 Years)	Grade	G / H £31,067 - £35,235

* * * 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
Skills, knowledge, experience		
S1	Willingness to support colleagues and senior colleagues in undertaking their duties	CV/SS, I
S2	Knowledge of building regulations, the planning application process, construction contracts and construction law.	CV/SS, I
S3	Willingness to undertake structured learning and training relevant to the role and the RICS Assessment of Professional Competence	CV/SS, I
S4	Good time management skills and flexible approach to working hours having regard to the requirements of the role	CV/SS, I
S5	Ability to plan and organise work and to work to time deadlines	CV/SS, I
S6	Good IT skills including Microsoft excel, word, outlook and PowerPoint	CV/SS, I
S7	Ability to work to fluctuating workloads	CV/SS, I
S8	Flexible approach to team working in order to achieve priorities	CV/SS, I
S9	A commitment to equal opportunities	CV/SS, I
Personal attributes and circumstances		
P1	You must adhere to the “Knowsley Better Together” staff qualities; Integrity, Accountability, Communication and Respect	I
Communication		

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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.	CV/SS, I
Qualifications		
Q1	A degree related to building surveying leading to RICS qualification of successful completion of APC	CV/SS, C
Q2	UK driving licence or taking professional instruction to pass UK driving test to gain UK driving licence or equivalent mobility	CV/SS, C

CV/SS = Curriculum Vitae/Supporting Statement **A** = Application Form **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**

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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