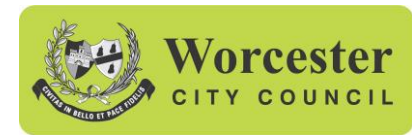


PERSON SPECIFICATION



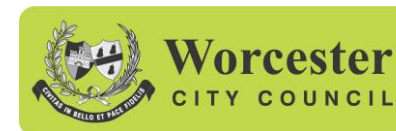
POST: Capital Projects Officer

PREPARED BY: Kevin Moore

DATE: 25/07/2024

ATTRIBUTES	REQUIREMENTS	Essential (E) or Desirable (D)	HOW IDENTIFIED (Application Form, Interview or Test etc)	WEIGHTING HIGH (x3) MEDIUM (x2) LOW (x1)
<p>Education and Qualifications</p>	<p>A Levels/NVQ Level 4</p> <p>PRINCE 2</p> <p>Working towards membership of relevant construction related professional body</p>	<p>E</p> <p>D</p> <p>D</p>	<p>A</p>	
<p>Work or Other Relevant Experience and Associated Vocational Training</p>	<p>Substantial experience of coordinating multidisciplinary teams according in line with sound project management principles</p> <p>Considerable experience of monitoring performance</p> <p>Considerable experience of meeting multiple/conflicting deadlines</p> <p>Experience of working with various stakeholders and community engagement for successful outcomes</p> <p>Experience in a specialist construction related discipline and procurement of professional design services and works</p>	<p>E</p> <p>E</p> <p>E</p> <p>D</p> <p>D</p>	<p>A & I</p>	

PERSON SPECIFICATION



	Experience of working for or with Local government/politically sensitive environment	D		
Specialist Knowledge	Knowledge of procurement and tendering processes Knowledge of Budget Management	D	A & I	
Job Related Skills and Abilities	Excellent Communication skills Good IT skills, Concise report writing Problem solving Attention to detail Organisational skills Ability to analyse and evaluate complex information and reach sound conclusions.	E	I	
Physical Abilities (only if a justifiable requirement for the post)				
Other e.g. Availability for Unsocial Hours				