# **PERSON SPECIFICATION: ARCHITECTURAL & SURVEYING TECHNICIAN. POST REFERENCE: 106029**

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| REQUIREMENTS | ESSENTIAL CRITERIA Please indicate in brackets after each criteria how this will be verified i.e. (F), (I), (T), (R) | DESIRABLE CRITERIA Please indicate in brackets after each criteria how this will be verified i.e. (F), (I), (T), (R) |
| * **Educational/vocational/ occupational qualifications and/or training** * **Specific qualifications (or equivalents)** | Qualified to HNC / HND in an architectural, building surveying, property or equivalent related discipline. (F) | Have a recognised qualification in Computer Aided Design. (F)  Have a professional qualification in an architectural, building surveying, property or equivalent related discipline. (F) |
| * **Work or other relevant experience** | Demonstrate experience working in a supervisory / responsible position. (F) & (I).  Demonstrate an understanding of project management. (F) & (I).  Ability to undertake construction and measurement surveys (F) & (I).  Ability to undertake site surveys, property inspections and building appraisals (F) & (I).  Demonstrate recent experience in the use of Auto-Cad. (F) & (I).  Demonstrate recent experience in the use general office software (MS Excel, MS Word etc) and e-mail. (F) & (I).  Demonstrate a good understanding of property /construction related regulations and legislation including C.D.M, Health & Safety, Asbestos Regulations, Equality Act 2010, and Building Regulations and Planning legislation. (F) & (I).  Demonstrate financial management skills. (F) & (I).  Demonstrate contract management skills. (F) & (I). | Experience working in both private practice and Local Government. (F) & (I).  Have worked on (or have an understanding of the principals of) partnering schemes. (F) & (I).  Use and understanding of Revit Auto-Cad software. (F) & (I).  Use and understanding of Property Management Software, including the Kykloud mobile survey system (F) & (I).  Demonstrate experience in the use of GIS software packages (F) & (I).  Demonstrate staff management skills. (F) & (I). |
| **ESSENTIAL/DESIRABLE CRITERIA WILL BE VERIFIED BY: F = FORM I = INTERVIEW T = TEST(S) R = REFERENCE(S)** | | |

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| * **Skills, abilities, knowledge and competencies** | Demonstrate effective verbal and written communication skills. (F) & (I).  Demonstrate negotiating skills. (F) & (I).  Demonstrate team leadership skills. (F) & (I).  Demonstrate good planning & organisational skills and have the ability to prioritise workload when working on multiple schemes with conflicting deadlines. (F) & (I). | Knowledge of quality systems and performance review. (F) & (I).  Knowledge of the asset Management Planning process where it applies to both corporate and educational establishments. | |
| * + **General competencies** | Demonstrate an ability to work under pressure. (F) & (I).  Demonstrate team-working skills. (F) & (I).  Demonstrate an ability to interact with officers at all levels. (F) & (I).  Self motivated and proactive. (F) & (I).  Good time management. (F) & (I).  Responsive style of working that reflects customer needs and an understanding of the importance of customer care.  (F),(I) | Willingness to work outside normal office hours if required. (F) & (I). | |
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Please note all appointments within Hartlepool Borough Council are subject to a declaration of medical fitness by the Council’s Occupational Health Service (having made reasonable adjustments in line with the Equality Act (2010) where necessary.