



Person specification			
Post title	Graduate Building Surveyor (Fixed Term – 2 Years)	Grade	G / H
Service Area	Assets	Section/team	Maintenance, Investment and Compliance

***** 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 *****

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

January 2021





S11	Flexible approach to team working in order to achieve priorities	Desirable	A/I
S12	Good skills in managing and ordering information and communication with others	Desirable	A/I
S13	Good ability to write reports	Desirable	A/I
S14	A commitment to equal opportunities	Desirable	A/I
Personal attributes and circumstances			
P1	Integrity - ability to be open and honest, to maintain high standards of personal behaviour and display strong moral principles	Essential	I
P2	Accountability - willingness to take personal responsibility for your actions and decisions, and to understand the consequences of your behaviour	Essential	I
P3	A demonstrable willingness to share information and work with other people	Essential	I
P4	Respect - a strong desire to treat people with care and dignity, observing the rights of other people, and helping and supporting others where you can	Essential	I
Communication			
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.	Essential	I
Qualifications			
Q1	A degree related to building surveying leading to RICS qualification of successful completion of APC	Essential	C/A
Q2	UK driving licence or taking professional instruction to pass UK driving test to gain UK driving licence or equivalent mobility	Essential	C/A
Health and safety			
H1	Ability to use equipment as instructed and trained	Essential	A/I
H2	Ability to inform management of any health and safety issues which could place individuals in danger	Essential	A/I

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

January 2021





Date	Approved by authorised manager	Designation
April 2022	James Doran	Group Manager (Building Projects and Maintenance)

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.

January 2021

