

## Person Specification

<b>JOB TITLE:</b>	Trainee Building Control Surveyor	<b>POST NO:</b>	008557
<b>GRADE:</b>	5 (Plus supplement)	<b>DEPARTMENT:</b>	Growth & Regeneration
<b>HOURS</b>	Full Time		
<b>DIVISION:</b>	Building Control	<b>DIRECTOR:</b>	Simon Machen
<b>DATE:</b>	June 2015	<b>COMPLETED BY:</b>	Alistair Reid

ATTRIBUTES	ESSENTIAL CRITERIA	DESIRABLE CRITERIA
<b>KNOWLEDGE</b>	<ul style="list-style-type: none"> <li>Commitment to undertake a course of training leading to obtaining a recognised professional qualification. (I)</li> </ul>	<ul style="list-style-type: none"> <li>Knowledge and understanding of building construction (W)</li> </ul>
<b>SKILLS &amp; ABILITIES</b>	<ul style="list-style-type: none"> <li>Competent and confident approach to communication, both verbal and written (A/I)</li> <li>Delivering high quality services to both internal and external customers (A/I)</li> <li>Able to meet the challenges of interpreting legislation and understanding building products (W)</li> <li>Ability to prioritise workloads and meet strict deadlines (A/I)</li> <li>The ability to converse at ease with customers and provide advice in accurate spoken English (I)</li> <li>Basic IT skills including Microsoft Office (A/I)</li> </ul>	<ul style="list-style-type: none"> <li></li> </ul>
<b>EXPERIENCE</b>	<ul style="list-style-type: none"> <li></li> </ul>	<ul style="list-style-type: none"> <li>Practical building site experience. (I)</li> </ul>
<b>QUALIFICATIONS</b>	<ul style="list-style-type: none"> <li>2 A Levels or equivalent in relevant subjects</li> <li>Minimum of 4 GCSEs grade C or above (including Maths, English and a Science) or appropriate NVQ level 2</li> </ul>	<ul style="list-style-type: none"> <li>Degree in building</li> </ul>
<b>PERSONAL CIRCUMSTANCES</b>	<ul style="list-style-type: none"> <li>Full driving licence (A/I)</li> <li>Vehicle available for work (A)</li> <li>Interest in the built environment with a view to developing a career in Building Control</li> </ul>	<ul style="list-style-type: none"> <li></li> </ul>
<b>EQUALITY</b>	Candidates must demonstrate understanding of, acceptance and commitment to the principals underlying equal opportunities. (A/I)	
<b>CUSTOMER CARE</b>	Knowledge and understanding of effective customer care (A/I)	

[ At the end of each criteria the following codes are used to indicate how the criteria will be assessed: (A) Application, (I) Interview, (P) Presentation, (W) Written Test.]