

PERSON SPECIFICATION

Capital Projects Manager

*This person specification is intended to ensure that recruitment is as fair and objective as possible, thereby reducing the possibility of direct and indirect discrimination in recruitment and selection.*

*To assist us in the process, please ensure that your completed application form demonstrates your ability in meeting these attributes.*

| **CRITERION** | **Essential**  **(must have)** | **Desirable**  **(good to have)** |
| --- | --- | --- |
| **QUALIFICATIONS and TRAINING** | | |
| * Degree or relevant technical qualification in a building discipline * Evidence of further professional development * Management qualification or training | ✓  ✓ | ✓ |
| **PREVIOUS EXPERIENCE (PAID and/or UNPAID)** | | |
| * Experience of working within a maintenance function * Employment in housing or public service environment * Working in an office based environment * Working with tenants and/or general public at front line * Management or supervisory position * Preparation of budgets * Monitoring and control of expenditure | ✓  ✓  ✓  ✓  ✓ | ✓  ✓ |
| **SKILLS and ABILITIES** | | |
| Good verbal and written communication skills with the ability to produce reports, written correspondence and presentations to a high standardAbility to summarise written information and ability to manipulate and interpret statistical and numerical dataHigh level of computer literacy including experience of using a wide range of programmes to record, retrieve, monitor and process information, especially spreadsheets and autocad or similarAn analytical and innovative approach to problem solving with the ability to respond appropriately to a variety of situations  * Policy formulation and implementation skills | ✓  ✓  ✓  ✓ | ✓ |
|  |
| Good diplomacy, negotiation and interpersonal skills with the ability to build positive and effective relationships with colleagues, Senior Management, Board Members, contractors and external contactsExcellent organisational and planning skills to cope with a varied workload and be able to handle change and prioritise work accordinglyAbility to work under pressure and prioritise work to meet strict deadlines, use initiative, make judgements and take decisions | ✓  ✓  ✓ |  |
| **KNOWLEDGE** | | |
| * Knowledge of the Housing Association sector, the key issues and initiatives affecting it, and the contribution and impact it makes on the lives of individuals and the community * Knowledge of service delivery strategies. | ✓ | ✓ |
| **VALUES and ATTITUDES** | | |
| Motivated, enthusiastic and self-starting with a commitment and drive for organisational improvementIs committed to ensuring high standards, efficiency and good service to all tenantsHas a positive and ‘can-do’ attitudeIs committed to values of openness, accessibility, honesty, integrity, respect for tenants, colleagues, Board members, responsiveness to tenants and local needsConfident in own skills and abilities and able to work as part of a team or on own initiativeUnderstands and is committed to equal opportunities | ✓  ✓  ✓  ✓  ✓  ✓ |  |
| **OTHER REQUIREMENTS** | | |
| Can attend monthly Board meetings and other occasional meetings outwith normal working hours as requiredCan work in an open plan office with limited personal, private space  * Can carry out inspections in confined spaces and at high level | ✓  ✓  ✓ |  |

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