

Appendix 2

PERSON SPECIFICATION

Project Officer

	Additional/changed requirements	E/D	Measure
Personal Skills	• Ability to work within a diverse team.	E	1,3
	• Effective interpersonal and communication skills.	E	1,3
	• Numerate and analytical.	D	1,3
	• Ability to maintain attention to detail whilst working within deadlines.	E	1,3
	• Ability to provide information and briefing notes for officers and members.	D	1,3
Experience	• Local Government experience	D	1,3
	• Previous work within a relevant area.	E	1,3
	• Experience of supervising contractors	D	1,3
	• Experience of prioritising own workloads.	E	1,3
	• Experience of managing health and safety of contractors.	E	1,3
	• Experience of budget control	E	1,3
	• Experience of disabled adaptations	E	1,3
	• Experience of Energy Efficiency retrofit works.	E	1,3
	• Construction project management.	E	1,3
	• Managing KPIs and contract management and performance	E	1,3
	Attainments/ Qualifications	• HNC Building Studies.	D
• Relevant time served experience		E	1,3
Knowledge	• An understanding of relevant construction legislation and council requirements.	E	1,3
	• A sound knowledge of construction design.	E	1,3
	• An understanding of relevant building trades and the principles of asset management.	E	1,3
	• Computer literate.	E	1,3
	• An understanding of procurement and contract documentation.	E	1,3
	• A sound knowledge of Building regulations	E	1,3
	• An understanding of disabled access design, including relevant legislation, British Standards and best practise.	E	1,3
	• An understanding of energy efficiency retrofit solutions, and sustainable construction.	D	1,3
	• A sound knowledge of Construction Health and Safety legislation.	E	1,3
	Special Requirements	• Able to work outside office hours, including evening meetings.	D

Car Allowance	This post carries a designated car user status.
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Measure:	1. Application form 2. Test after shortlisting 3. At interview	4. Documentary evidence 5. Other [please specify]
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	Name	Signature	Date
Person specification written by:	Darren Ibell		___/___/___
Person specification agreed by			___/___/___

Date of issue: 7th July 2025

Additional notes for JE/HR. TC302.
