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| **Person Specification – Building and Communities Officer** |

**\* \* \* 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 \* \***

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| **Criteria** | Essential requirements | **\* M.O.A** |
| **Skills, knowledge, experience etc**  |
|  | Knowledge of building and security management systems. |  I & A |
|  | Working knowledge of the Town Council’s policies and procedures relating to the role.  |  I & A |
|  | Experience of positive engagement with residents, community groups, Town Council stakeholders and partners. |  I & A |
|  | Experience of voluntary sector work and of attracting external funding. | I & A |
|  | Excellent communication skills, both orally and written. |  I & A |
|  | Experience in the creation, development and maintenance of H&S management systems. |  I & A |
|  | Experience in the accurate completion of tasks within agreed timescales. |  I & A |
|  | Ability to identify and assess risks and the writing of risk assessments. |  I & A |
|  | Knowledge of the role and responsibilities of Fire Marshall. |  I & A |
|  | Experience in the management of external Contractors working on site. |  I & A |
|  | Promote the benefits/values of community development work, demonstrating a commitment to support, appreciate and value the contribution of others.  |  I & A |
| Qualifications (support will be provided if required)  |
|  | Level 2 or equivalent quailification in Literacy and Numeracy.  | C |
|  | Appropriate H&S qualification (IOSH or similar) | C |
|  | Appropriate approved Fire Marshall training. | C |
|  | Appropriate Customer Service qualification.  | C |
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| **Health and safety** |
|  | The ability to use equipment as instructed and trained and to manually handle and lift safely. |  I & A |
|  | The ability to inform management of any health and safety issues which could place individuals in danger. |  I & A |
| **Personal attributes and circumstances** |
|  | Pleasant, courteous and respectful personality | I |
|  | Resourceful, proactive and decisive, open, honest and trustworthy. | I |
|  | Demonstrate a flexible, motivated and pro-active approach to service delivery. | I |
|  | Willingness to work unsocial hours | I |

**\*Method of assessment (\*M.O.A)**

**A** = Application form: **I** = Interview

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.

Authortised by the Town Council at its meeting on 21st July 2016

**George MacKenzie**

**Town Manager**