

**BRISTOL CITY COUNCIL****PERSON SPECIFICATION**

<b>Job title:</b>	Response Services Surveyor
<b>Bristol grade:</b>	BG11
<b>Managed by:</b>	Responsive Repairs Manager
<b>Responsible for:</b>	No direct reports
<b>Directorate:</b>	Growth and Regeneration
<b>Service area:</b>	Housing Services, Responsive Repairs

<b>Preferred assessment method</b>	
<b>A</b>	Application
<b>AC</b>	Assessment centre
<b>I</b>	Interview
<b>PA</b>	Practical assessment
<b>P</b>	Presentation
<b>T</b>	Test

The table below sets out the essential and desirable knowledge skills and aptitude required to do this role.

**Essential (MUST HAVE)** = minimum skills, qualifications, knowledge and experience required to perform in the role

**Desirable (COULD HAVE)** = skills, qualifications, knowledge and experience required that will help the jobholder to perform in the role

<b>Requirement - ESSENTIAL</b>	<b>Method</b>
HNC or equivalent qualification in a construction field, plus a further period of relevant practical experience to demonstrate competence in the field  <b>OR</b>  Equivalent knowledge and skill demonstrated from significant and relevant experience in a building, surveying or similar construction related environment.	<b>A, I</b>
Experience of supervision of contractors/ sub-contractors working within agreed timescales. Ability to prevent exploitation or manipulation of a contract.	<b>A, I</b>
Experience of working with limited supervision and on own initiative and the ability to seek advice or guidance as necessary.	<b>A, I</b>
Hold a full current valid UK driving license.	<b>A</b>



A commitment to continuously improve the citizens experience and improve performance.	<b>A, I</b>
Thorough knowledge and understanding of Health and Safety issues and requirements related to the Construction Industry.	<b>A, I</b>
Experience of budget management or the ability to manage a budget effectively.	<b>A, I</b>
Good organisational and problem solving skills and a “can-do” attitude to problem solving.	<b>A, I</b>
Ability to prioritise tasks and manage time effectively to ensure work objectives and deadlines are met.	<b>A, I</b>
Ability to manage difficult conversations with empathy and understanding.	<b>A, I</b>
Ability to provide written reports, including embedded photographs and ability to create and make presentation material.	<b>A, I</b>
Able to demonstrate knowledge and/or experience of equalities and diversity issues.	<b>A, I</b>
Requires the ability converse with citizens and provide complex information in accurate spoken English, or through a BSL interpreter, also in written & electronic media.	<b>A, I</b>
Have a working knowledge of Microsoft Office applications or equivalent including the following: Outlook, Word, Excel, Internet Explorer, and have a willingness to learn new applications and technology as appropriate.	<b>A, I</b>

<b>Requirement - DESIRABLE</b>	<b>Method</b>
Experience of working in a service oriented environment.	<b>A</b>