

**Newcastle-under-Lyme Borough Council**

**PERSON SPECIFICATION**

**Job Title:** Trainee Chartered Property Surveyor

**Grade:** 6

**Post Ref:**

**Date:** Dec 24

FACTOR	ESSENTIAL	HOW ASSESSED	DESIRABLE
<b>(1) Relevant Experience</b>	Knowledge of property management services and legislation.	Application Form, Certificates, Interview and Referees	At least 12 months experience of working within the property industry.
<b>(2) Formal Academic Qualifications</b>	Working towards or obtained a relevant degree or relevant professional qualification in Estates or Property Management  2 A levels or equivalent.  5 GCSEs at grade A-C (or equivalent) including English and Maths.	Application Form, Certificates.	
<b>(3) Vocational Qualifications and Training</b>	Working towards becoming or being a registered Member of Royal Institution of Chartered Surveyors	Application Form	
<b>(4) Specialist Knowledge</b>	.  Knowledge of property management statutory and legal responsibilities.  Working knowledge of Microsoft applications sufficient to input and retrieve data using packages such as Word, Excel and Outlook for email.	Application Form and Interview	

FACTOR	ESSENTIAL	HOW ASSESSED	DESIRABLE
<b>(5) Special Working Conditions</b>	<p>Literacy and numeracy skills sufficient to compose correspondence and undertake calculations as necessitated by the position.</p> <p>Familiarity with and ability to read plans and maps.</p> <p>Microsoft Office skills sufficient to input and retrieve data using packages such as Word, Excel and Outlook for e-mail.</p>	Application Form and Interview	
	<p>Current valid Driving Licence with access to a vehicle for work purposes.</p> <p>Flexible working hours – may have to commence early and finish late on occasions to meet service requirements.</p> <p>All employees are required to comply with the Authority's No Smoking Policy.</p>	Interview	

Competency	Behaviours		How Assessed
<b>Planning and Organising</b>	1.	Adapts and works effectively in different situations in order to carry out variety of tasks, whilst remaining calm and level headed under pressure.	Interview
	2.	Accepts constructive feedback and makes adjustments accordingly.	
<b>Organisational Development</b>	3.	Has the ability to set and meet challenging goals, creating own measures and consistently seeks ways of improving performance.	Interview
	4.	Awareness of own shortfalls and takes charge of personal development to keep skills up to date whilst developing	

		knowledge within a particular area through learning.	
<b>Communication</b>	5. 6. 7. 8. 9. 10.	Communicates information clearly, accurately, positively and in a timely manner. Listens attentively and responds thoughtfully to the needs, ideas and opinions expressed by others. Demonstrates required skill in all forms of written oral and technological communication. Changes communication style and approach to meet the preferences of those with whom they are dealing with or of people from diverse backgrounds. Explains reasons for the actions and seeks others opinions. Shows an awareness of how their actions affect others.	Interview
<b>Focusing on our citizens</b>	12. 16.	Anticipate communities' likely future needs and put plans in place to address them. Take pride in the job and in delivering what our communities need; promote these successes and the difference it has made.	Interview/Application form
<b>Leadership</b>	17.	Has the ability to inspire individuals to give their best to achieve a desired result.	Interview/Application form

	23.	Build and maintain good working relationships with people inside and outside the council, including Councillor, partners and members of the public.	
	24.	Exhibits confidence in financial management, uses the appropriate language, i.e. Budgets, forecast, assets, revenue, shortfall, surplus etc. Discusses the financial implications of decisions, linking decisions to budget provisions.	
	25.	Champions 'value for money' in their dealing with others. Says 'no' if not good value, explaining reasons why in order to continuously improve service.	
	26.		
	27.	Has the ability to negotiate and influence others to obtain a 'win win' solution.	
	28.	Plans the use of deployment of resources and shares information about how things are progressing against plans and what changes will be made to plans as a result.	
	29.	Makes decisions confidently and quickly when necessary.	
	30.	Involves staff and others in decisions that affect them and invites people to ask questions about decisions.	
		Effectively works with partners, whilst establishing new partnerships working and influencing key stakeholders and partners to contribute to the Authority's objectives.	

<b>Strategic Thinking</b>	31.	Agrees shared goals and processes with key stakeholders when there may be benefit in collaborating.	Interview/Application form
<b>Managing Change</b>	36. 37.	Is prepared to challenge where others are not seeing the wider implications.  Anticipate how people will feel about change and take action to help them through.	Interview/Application form
<b>Performance Management</b>	42. 44.	Evaluate mistakes and learn from them.  Uphold the Council's reputation by delivering on the community's expectations and encourage others to do the same.	Interview/Application form
<b>Living the values</b>	45.  48.  49.  50.	Demonstrates and champions equalities in the treatment of others and in the delivery of services.  Demonstrate high standards of personal and professional conduct and be a role model to others.  Ensure actions are in line with what citizens should expect from Council employees.  Is prepared to admit to having made a mistake.	Interview/Application form

