

Personal Specification – Principal Surveyor

PERSON SPECIFICATION

Candidates do not need to be practising Catholics but should be sympathetic to the aims and values of the Catholic Church. Experience and skills in the following areas should be demonstrated:

Property Portfolio Management

Have a good understanding of legal and procedural framework including:

- The Health & Safety at Work Act 1974
- The Residential Tenancies Act 2010
- Building Regulations and planning applications and listed building consents

Charity or Voluntary Sector

Experience of working in the charity or voluntary sector is desirable

Skills and Attributes

Be able to:

- Consider and take appropriate action.
- Effectively communicate, record and report.
- Work as part of a team.
- Work on own initiative.
- Specify required works.
- Prepare and evaluate tender documents
- Administer contracts
- Carry out defect analysis

Have good:

- IT skills.
- Interpersonal skills.
- Observation and judgement.
- Report writing skills