# **\PERSON SPECIFICATION: CONSTRUCTION MANAGER POST REFERENCE:**

**HARTLEPOOL BOROUGH COUNCIL IS COMMITTED TO SAFEGUARDING AND PROMOTING THE WELFARE OF CHILDREN, YOUNG PEOPLE AND VULNERABLE ADULTS. IF THIS POST IS SUBJECT TO SAFER RECRUITMENT MEASURES THEN A DISCLOSURE AND BARRING SERVICE (DBS) CHECK WILL BE REQUIRED.**

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| REQUIREMENTS | ESSENTIAL CRITERIA Please indicate in brackets after each criteria how this will be verified i.e. (F), (I), (T), (R) | DESIRABLE CRITERIA Please indicate in brackets after each criteria how this will be verified i.e. (F), (I), (T), (R) |
| * **Educational/ vocational/ occupational qualifications and/ or training** * **Specific qualifications (or equivalents)** | Formal qualification in Construction Management, i.e. HNC/ BTEC Building Studies or related field (F) | NEBOSH National Certification in Construction Health and Safety  Degree in Construction or equivalent (F) |
| * **Work or other relevant experience** | Significant relevant experience of dealing with all aspects of Construction, Mechanical, Electrical and Civil Engineering contracts. (F) (I) (R)  Experience of managing significant budgets to ensure that they are utilised in the most effective and efficient ways to meet the Council’s needs. (F) (I) (R)  Able to partner with internal and external clients to establish tactical and strategic plans to support the council’s business. (F) (I) (R)  Evidence of ability to interpret complex information and providing solutions to construction problems (F) (I)  Experience of planning & organising workload of a team to meet conflicting demands (F) (I) (R)  Experience/ understanding of contract/ construction project management. (F) (I) (R)  Experience of producing Technical/ Committee Reports. (F) (I) (R)  Experience in a supervisory or managerial role. (F) (I) (R)  Experience of staff management. (F) (I) (R)  Knowledge of current Health & Safety legislation(F) (I) (R)  Experience of developing policy (F) (I)  Experience of implementing policy related to the job role. (F) (I) (R)  Ability to motivate staff, set priorities and targets, direct and plan work to provide an integrated service to clients and to meet service standards/ deadlines. (F) (I) (R) | Significant experience in following areas;  Project management, Condition Reports, Contract Documentation and Site Supervision. (F) (I)  Recent experience of working within Local Government (F,I)  Experience of producing business cases to secure external funding.  Experience of managing trading accounts. |
| **ESSENTIAL/DESIRABLE CRITERIA WILL BE VERIFIED BY: F = FORM I = INTERVIEW T = TEST(S) R = REFERENCE(S)** | | |

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| * **Skills, abilities, knowledge and competencies** | Detailed working knowledge & understanding of construction law (F,I)  Ability to manage and monitor project programmes and ensure deadlines are met.  Ability to collate and manage key performance data for projects, as management information and to meet client requirements (to include profitability, productivity, Health and Safety etc.)  Ability to monitor and manage productivity levels within projects assigned to post and to manage staff on low productivity levels.  Highly developed interpersonal skills (I)  Highly developed written & verbal communication skills (I)  Ability to prioritise, plan & manage own and team workloads (I)(R)  Good judgement and decision making skills (I)  Ability to provide peer support to others (F)(I)  Ability to provide solution-based recommendations to senior managers (I)  Experience in using Microsoft programmes such as Word and Excel within and office environment. (F) (I) | tieodeo  Ability to undertake development of policy and procedure relevant to the role (F) (I)  Well Developed Presentation Skills (I) | |
| * + **General competencies** | Able to demonstrate an ability to work as a member of a team (I)  Able to work under pressure to meet deadlines.  Able to motivate. | Hold a full driving licence (Cat B). (F)  Capable of independent travel to carry out the requirements of the post.  Ability to comply with the council’s no smoking at work policy. | |
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Please note all appointments within Hartlepool Borough Council are subject to a declaration of medical fitness by the Council’s Occupational Health Service (having made reasonable adjustments in line with the Equality Act (2010) where necessary.