**Person Specification**

**Job title: Estimator/Quantity Surveyor**

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| **Criteria Type** | **Essential Criteria Only** | **Method of Assessment** |
| **Qualifications** | 1. Minimum qualification ONC/HNC or equivalent in a construction related activity
 | Application form &Certificates |
| 1. IOSH Managing Safely
 | Application formCertificates |
| 1. SSSTS/SMSTS for the Building and Civil Engineering Industries
 | Application form &Certificates |
| **Professional Registration/Membership** | 1. Relevant professional membership or proven Continuous Professional Development
 | Application form &Certificates |
| **Experience** | 1. Proven track record of delivering an Estimating and Quantity Surveying function
 | Application form |
| 1. Proven track record of estimating construction work, preparation of financial information to external parties, administration of contract documentation and payment applications
 | Application Form &Interview |
| 1. Proven track record of contract administration, financial agreement for variations and measurement engineering
 | Interview |
| 1. Contract Management experience
 | Application Form & Interview |
| 1. Good knowledge and understanding of construction related H&S legislation especially CDM regulations 2015, Planning and Consent processes
 | Interview |
| 1. Ability to interpret drawings, bills of quantities, schedules of work and contractual requirements
 | Application Form |
| 1. Demonstrate strong commercial awareness and risk management
 | Application Form & Interview |
| 1. Asbestos management procedures knowledge and experience
 | Application Form |
| 1. Proven effective customer care
 | Application Form  |
| **Skills, Knowledge, Ability**  | 1. Excellent Communication Skills
 | Application form |
| 1. The ability to negotiate
 | Application form |
| 1. Able to work as part of a team
 | Application form |
| **Work Related Circumstances/Values of the Council** | 1. Commitment to Equal Opportunities
 | Application Form |
| 1. Ability to meet the travel requirements of the role
 | Application Form |