

Person Specification

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| Job Title | Property Assistant |
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| ATTRIBUTES | ESSENTIAL REQUIREMENTS | DESIRABLE REQUIREMENTS | METHOD OF ASSESSMENT |
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| PROFESSIONAL/ EDUCATION/ QUALIFICATIONS | <ul style="list-style-type: none"> Minimum academic qualification, 1 higher and 4 National 5 passes at level C or above which must include Mathematics and English. | <ul style="list-style-type: none"> HNC in General Surveying. | Application |
| RELEVANT WORK/OTHER EXPERIENCE | | <ul style="list-style-type: none"> General competence in the survey of all categories of domestic and non-domestic property. | Application/ Interview |
| PARTICULAR SKILLS/ABILITIES (eg technical ability, computing skills, other work related skills) | <ul style="list-style-type: none"> Experience of operating computer systems and knowledge of PC packages ie Word, Excel, etc. Good communication skills and experience of dealing with the public in writing and verbally. | | Application/ Interview |
| PERSONAL QUALITIES (eg inter-personal skills, attitude, adaptability, motivation, presentation) | <ul style="list-style-type: none"> Display positive attitude. Flexible approach. | <ul style="list-style-type: none"> Ability to make decisions quickly and effectively, exercise initiative and recognition of when to pass work to senior staff. | Application/ Interview |
| ANY ADDITIONAL JOB RELATED REQUIREMENTS (eg ability to work irregular hours, shifts) | | <ul style="list-style-type: none"> Willingness to travel. Full current driving licence preferable. | Application/ Interview |