PERSON SPECIFICATION

Candidate name					
Interviewer name		**Date**		**Candidate Total Score**	
Post Title	Building Standards Surveyor	**Band**	11	**Job Evaluation Reference**	BM31
Directorate	Planning and Development - Economy and Infrastructure	**Base**	Dumfries and Galloway		

Required Attributes			**Essential**	**Desirable**
1. EDUCATION AND TRAINING	**SCORE**			
Educated to degree level or equivalent			✓	
Full Membership of RICS (Building Control Faculty) or equivalent			✓	
2. EXPERIENCE	**SCORE**		**Essential**	**Desirable**
Considerable experience in Building Standards			✓	
Moderate post-MRICS experience				✓
3. SKILLS AND ABILITIES	**SCORE**		**Essential**	**Desirable**
Excellent communication skills			✓	
Ability to work in & supervise a team				✓
Computer literate			✓	
Effective negotiating skills			✓	
Problem solving skills			✓	
4. KNOWLEDGE	**SCORE**		**Essential**	**Desirable**
Thorough knowledge of Building Standards legislation, regulations & guidance			✓	
Health & Safety legislation			✓	
Licensing legislation			✓	

Safety at Sports Grounds legislation	✓	
Disability Discrimination Act		✓
Energy Performance of Buildings Directive		✓
Civic Government (Scotland) Act		✓
Other relevant legislation		✓
Council Plan / Service Plan		✓
Balanced Scorecard	✓	
Best Value		✓
Continuous Improvement		✓

5. PERSONALITY FACTORS	**SCORE**		**Essential**	**Desirable**
Flexible & open minded			✓	
Creative thinker			✓	
Lateral thinker				✓
Self-motivated			✓	
Positive attitude			✓	
Resilient under pressure			✓	
Confident				✓
Diligent				✓

6. OTHER REQUIREMENTS	**SCORE**		**Essential**	**Desirable**
As the duties of this role require you to effectively travel to successfully undertake the full remit of the role, you must hold a current full driving licence entitlement.* *(*Where a disability precludes you from obtaining a driving licence, the Council will take into account its responsibility to make reasonable adjustments to allow for your disability.)*			✓	
Robust CPD programme				✓

Employees are the Council's greatest asset and through our SUPPORT we are expected to work together and demonstrate the following core behaviours:

- Strengthen – our Communities
- Understand – our children's needs
- Protect – our vulnerable people
- Promote – equality and diversity
- Open and transparent – at all times
- Respect – our environment
- Treat – each other with kindness

Guidance Notes:

A person specification may include any non-discriminatory factors that have previously been identified as necessary or desirable for the role. Remember that these can include factors such as judgement, motivation, leadership, social skill/maturity and creativity/ideas. Structure your interview and selection tests to examine each candidate's suitability for the role based on these criteria. To reach your decision rate each candidate and calculate their total score, including any weighting you have confirmed prior to interviews starting. Use the space overleaf to record how candidates react to questioning. Your assessment must consider only those factors you have

explicitly identified above. All forms used to record the assessment of candidates must be retained for the selection file to show how decisions were reached.