

Person Specification

Job Title	Property Assistant
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ATTRIBUTES	ESSENTIAL REQUIREMENTS	DESIRABLE REQUIREMENTS	METHOD OF ASSESSMENT
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