

Person Specification

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| **Job Title** | **Trainee Technician** |

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| **ATTRIBUTES** | **ESSENTIAL  REQUIREMENTS** | **DESIRABLE  REQUIREMENTS** | **METHOD OF ASSESSMENT** |
| **PROFESSIONAL/ EDUCATION/ QUALIFICATIONS** | * Minimum academic qualifications:   1 higher and 4 National 5s at C or above, which must include Mathematics and English. |  | Application |
| **RELEVANT WORK/OTHER EXPERIENCE** | * Experience of working with the public. | * General competence in the survey of all categories of domestic and non-domestic property. * Knowledge of the local housing market. * Any property related work experience. | Application/ Interview |
| **PARTICULAR SKILLS/ABILITIES**  (eg technical ability, computing skills, other work related skills) | * Ability to use IT systems. * 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) | * Display positive attitude. * Flexible approach to duties. | * Ability to make decisions quickly and effectively, exercise initiative and recognition of when to pass work to Technician. * Motivated to qualify as a Technician. | Application/ Interview |
| **ANY ADDITIONAL  JOB RELATED REQUIREMENTS**  (eg ability to work irregular hours, shifts) | * Must commit to enrol and work towards HNC in Built Environment or equivalent. * Willingness to travel within Edinburgh and the Lothians. | * Full current driving licence. | Application/ Interview |