

## PERSON SPECIFICATION

Job Title	Trainee Property Officer		
Reference Number	RG6000		
Directorate	Economic Development		
Service	Economic Development and Property Services		
Unit	Property Services		
Grade	Grade 3 (SCP 6-11)		
Responsible To	Property Services Officer		
Responsible For	None		
	ESSENTIAL	DESIRABLE	TO BE IDENTIFIED BY: A/C/I/P/T/*
<b>QUALIFICATIONS</b>			
Educated to NVQ level 3 or equivalent	E		A
Professional Qualification in Building Surveying or related subject or be willing to work towards		D	A/I
<b>EXPERIENCE</b>			
Experience of working in an office environment		D	A/I
Experience of working in the public sector		D	A/I
Experience of working in the building construction industry		D	A/I
Excellent IT skills with a good working knowledge of Microsoft Office	E		A/I
Experience of using IDOX Uniform and/or Document Management System software or similar application		D	A/I
Experience of dealing with customers both internal and external either 'face to face', via email or phone in a professional and timely manner		D	A/I
<b>KNOWLEDGE SKILLS/ABILITIES</b>			
Knowledge of building and/or planning legislation		D	A/I
Knowledge of the principles of construction		D	A/I

Knowledge and application of software packages incorporating GIS mapping and CAD drawing.	E		A/I
Ability to work in a well organised and methodical manner meeting tight deadlines in an environment of conflicting priorities	E		A/I
Ability to communicate confidently with people at all levels with the Council, providing support and developing co-operative working relationships	E		A/I
Excellent verbal and written communications skills and ability to build productive relationships and communicate with all levels within the Council	E		A/I
Ability to manage own workload with minimum supervision	E		A/I
Ability to work as part of a team in a flexible and helpful manner	E		A/I
An understanding of good customer care standards	E		A/I
Ability to input data with accuracy and attention to detail	E		A/I
Ability to receive and follow instructions	E		A/I
Ability to maintain confidentiality of information and personal details and deal with confidential / sensitive issues	E		A/I
Willingness to undertake appropriate training as necessary	E		A/I

### **SPECIAL REQUIREMENTS**

Committed to a Principle and Practice of Equal Opportunities.

Applicants are asked to note that Rossendale Borough Council has a Management of Absence Policy and there is an expectation that employees attend work on a regular basis or with reasonable adjustments where applicable.

All new employees to Rossendale Borough Council are required to complete a six month probation.

\* **A - Application form**  
**P - Presentation**

**C - Assessment Centre**  
**T - Test**

**I - Interview**