

Person Specification

Post title	Project Design Co-ordinator	Grade	F
Department	Operations	Post ref	ABS6203

Competencies	
<i>Please refer to the relevant competency framework for more information about the behaviour descriptors for each competency. All competencies within the relevant framework are applicable to the post and the ones that have prioritised for recruitment are detailed below.</i>	
Competency framework relevant to the post:	Leadership Level 3 Assessment
Seeing the big picture	Application/Interview
Changing and improving	Application/Interview
Making effective decisions	Application/Interview
Leading and Communicating	Application/Interview
Collaborating and Partnering	Application/Interview
Delivering value for money	Application/Interview
Delivering at Pace	Application/Interview

Skills	Essential / Desirable	Assessment
Able to use a PC and keyboard and associated computer packages with a high level of computer literacy.	Essential	Application/Test
Excellent verbal/written communication skills.	Essential	Application/Interview
Excellent draughtsmanship skills and extensive experience in the use of Computer Aided Design (CAD) packages.	Essential	Application/Test
A practical and innovative approach to problem solving and delivering innovative solutions, and using own initiative to make decisions on site without reference to senior staff.	Essential	Application/Interview

Knowledge	Essential / Desirable	Assessment
A thorough working knowledge of the various JCT forms of contract.	Desirable	Application//Interview
A thorough working knowledge of the Building and Planning Regulations.	Essential	Application//Interview
The management of construction / refurbishment related contracts and projects.	Essential	Application//Interview

Experience	Essential / Desirable	Assessment
Significant experience in the preparation of drawings and associated documentation; extensive experience in the use of Computer Aided Design (CAD) packages.	Essential	Application//Interview/ Test
Experience in the project management of construction schemes from inception to completion, including instructing contractors and consultants and dealing with problems in a firm, decisive and fair manner.	Essential	Application//Interview
The production of high-quality presentation drawings including 3D visualisations.	Desirable	Application//Interview

Qualifications	Essential / Desirable	Evidence
Minimum HNC (or equivalent) in Architectural Technology	Essential	Certificate
Membership of CIAT or equivalent	Desirable	Certificate

Additional information / other requirements of the post
• The post involves driving and so the postholder will be required to undertake relevant DVLA licence checks and have access to their own vehicle. • The postholder is eligible for casual car user allowance. • The employee may be required to work out of normal working hours at times as part of their role. • The post involves working in an office environment and outside across the District, and must be capable of working outside in most weathers. • The postholder must be able to undertake site visits and gain access to restricted spaces at times.

Date produced / last amended
October 2025