

Person Specification

Post title	Project Officer – Major Works	Grade	G
Department	Operations - Planned, Cyclical & Estates Maintenance	Post ref	

Competencies

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.

Competency framework relevant to the post:	Leadership Level 3
	Assessment
Changing and Improving	Application Form / Interview
Making Effective Decisions	Application Form / Interview
Delivering Value for Money	Application Form / Interview
Managing a Quality Service	Application Form / Interview
Delivering at Pace	Application Form / Interview

Skills	Essential / Desirable	Assessment
Excellent communication skills – verbal and written	Essential	Application Form / Interview
Excellent interpersonal skills – face to face and telephone	Essential	Application Form / Interview
Proficient in the use of relevant computer software packages and databases e.g. Microsoft Office Suite	Essential	Application Form / Test

Knowledge	Essential / Desirable	Assessment
Construction / Repairs & Maintenance industry	Essential	Application Form / Interview
Building / construction / maintenance contract forms e.g. JCT, Frameworks etc.	Essential	Application Form / Interview
Legislation, Regulations and Procedures relating to Social Housing	Desirable	Application Form / Interview
Energy performance monitoring in a social housing environment	Desirable	Application Form / Interview

Experience	Essential / Desirable	Assessment

Building construction / repairs and maintenance	Essential	Application Form / Interview
Contract management (supervision of contracts)	Essential	Application Form / Interview
Ability to interpret and understand building / refurbishment contracts including effective monitoring of contractors in relation to adherence to specification, time / programme and quality	Essential	Application Form / Interview
Project management of maintenance / construction projects	Essential	Application Form / Interview
Tendering processes / procurement of maintenance contracts	Essential	Application Form / Interview
Monitoring and management of budgets	Essential	Application Form / Interview
Experience of sourcing decarbonisation funding opportunities and the delivery of such projects	Desirable	Application Form / Interview
Dealing with the public and tenants in a Social Housing environment	Desirable	Application Form

Qualifications	Essential / Desirable	Evidence
Minimum HNC, or demonstrable experience within a building construction environment.	Essential	Application Form / Documentation
Minimum NVQ level 5 (or equivalent), in Line Management or NVQ level 4 (or equivalent), in Line Management with significant demonstrable previous experience.	Essential	Application Form / Documentation
Microsoft Office or other relevant IT related qualification	Essential	Application Form / Documentation
A current valid UK driving licence	Essential	Application Form / Documentation

Additional information / other requirements of the post

- The postholder is eligible for casual car user allowance.
- The post involves driving and so the postholder will be required to undertake relevant DVLA licence checks.
- The postholder may be required to work out of normal working hours / attend evening meetings / work weekends and / or bank holidays as part of their role.

Date produced / last amended

February 2026