Person Specification

Post No	W-CL-PD007	Designation:	Buildings Project Manager	Department:	Corporate Resources
Section:	Corporate Landlord	Completed By:	Head of Corporate Landlord	Date:	February 2026

The Person Specification outlines the main attributes needed to adequately perform the post specified. In drawing together the specification, a critical examination of the job description has been undertaken to pinpoint those elements of the post deemed as essential.

The Person Specification is intended to give prospective candidates a better understanding of the post requirements. It will be used as part of the recruitment process in identifying and shortlisting candidates. You should refer and address each point of the Person Specification, giving evidence of what skills, experience and knowledge you have in each of these areas. Always be specific. Do not use general phrases such as "I have the necessary skills…" or "I am confident I can do the job well…". The shortlisting panel will need to know how you meet the requirements based on the evidence you provide.

		Essential	Desirable	Ascertained by
1.	**Experience**	• Minimum of 5 years proven construction related Project Management experience and working in partnership with a wide range of stakeholders • Minimum of 5 years proven experience in delivering complex construction/building related high value projects • Proven experience in directing site teams, subcontractors, and consultants to deliver projects on time and within budget	• Experience of delivering construction/building related projects in a public sector setting such as schools • Experience of working in a multi-disciplinary project team • Experience of CAD/revit at any level	Application and interview

		Essential	Desirable	Ascertained by
2.	**Knowledge**	• A thorough knowledge and understanding of construction principles • A thorough knowledge of CDM regulations and all relevant construction related legislation • An excellent knowledge of construction project management principles. • Knowledge of the new Procurement Act principles	• Experience of current Welsh Government education initiatives	Application and Interview
3.	**Skills and aptitudes**	• Strong commercial acumen to manage contracts and minimise project costs • Excellent verbal and written skills for reporting, with the ability to create detailed schedules, milestones, and project documentation • Ability to manage a varied and full workload and work effectively under pressure • Ability to manage the administrative and document retention aspects of the post to ensure compliance with CDM requirements etc • Ability to work effectively across all departments of the Council with a range of stakeholders • IT literate with a range of digital skills to support project delivery and management.		Application and interview
4.	**Qualifications and training**	• A construction-based Degree or equivalent level education in a construction/building related discipline such as Construction Management, Building Studies/Building Surveying or equivalent	• Full membership of or working towards construction related accreditation with professional body such as RICS/CIOB etc • Formal Project Management qualification	Application

		Essential	Desirable	Ascertained by
5.	**Attitude and motivation**	• Ability to demonstrate organisational values and expected behaviours • Able to translate ideas and examples of good practice into improved service delivery • Confident and independent with excellent problem-solving qualities • Customer focused approach to project and service delivery • Positive and self-motivated but aware of the needs of the wider team • Flexible and ability to adapt to change • Excellent time management skills and ability to prioritise workload to meet deadlines • High self-awareness • Exhibits behaviours consistent with the Councils Core Values	• Good understanding of best practice with examples of independent learning	Application and Interview
6.	**Other (please specify)**	• Ability to drive/travel throughout the Vale or between locations as appropriate • Ability to climb ladders and access scaffolding to inspect buildings at height when required. • Office location may vary from time to time in line with the Councils business requirements	• Ability to speak / learn welsh	Application/Interview