|  |
| --- |
| Glasgow West Housing Association wishes to compare your experience, skills and knowledge with its requirements. You should therefore, try to show in the following part of the form how you satisfy these. This does not have to be from paid work, but can be from other experience. The Selection Panel may consider candidates who do not meet all the requirements, therefore please complete all sections as appropriate. |
| ESSENTIAL REQUIREMENTS - EXPLAIN HOW YOU MEET THIS CRITERIA  **(Provide specific demonstrable examples for each criterion)** |
| Qualification in building, construction or related activityAnd/orexperience in construction or property management |   |
| Experience or working knowledge of Building Standards Regulations & Public Regulatory & Compliance framework / procedures |  |
| Excellent Customer Service Skills, including complaints handling |  |
| Experience or working knowledge of stock condition surveys, system management & budget monitoring |  |
| Experience or working knowledge and understanding of all construction related Health and Safety legislation |  |
| Proficient IT skills(e.g. Microsoft Excel, Word & PowerPoint) |  |
| Experience or working knowledge of Quality control measures (post inspections / invoice scrutiny) |  |
| Ability to produce accurate comprehensive reports |  |
| Experience or working knowledge of Contractor Management / Performance monitoring |  |
| Proven track record in effectively managing and delivering property maintenance programmes |  |
| Excellent planning, organisational skills and time management |  |
| Excellent communication & interpersonal skills |  |
| Self-motivated, performance driven and demonstrates initiative, whilst working on own or as part of a team |  |
| Commitment to GWHA Values |  |
| DESIREABLE REQUIREMENTS - EXPLAIN HOW YOU MEET THIS CRITERIA **(Provide specific demonstrable examples for each criterion)** |
| Multi-Storey/deck access property maintenance experience or working knowledge |  |
| Project management Experience or working knowledge |  |
| Experience or working knowledge within Social Housing, Property Factoring or Contractor operating in housing sector |  |
| Proven track record as Maintenance/Technical/Void Officer, Clerk of works or appropriate related construction role |  |
| Experience or working knowledge relating to CDM / H&S Regulatory Frameworks(Asbestos/legionella/facilities)  |  |