## GRAMPIAN VALUATION JOINT BOARD

**PERSON SPECIFICATION**

**Post:** Technical Assistant

**Reference:**

**Section:**

**Date Specification Completed:** 3 April 2007

**Prepared By:** IHM

**Note**: Any disabled applicant who meets the essential criteria for the post is guaranteed an interview.

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| **ATTRIBUTES** | **ESSENTIAL**  **The minimum acceptable levels for safe and effective job performance.** | **DESIRABLE**  **The attributes of the ideal candidate.** |
| **Experience** |  | Previous experience in property surveying.  Experience of Smallworld GIS software. |
| Education & **Qualifications \*** | 2 Higher passes at C or above and 3 Standard Grade passes at level 3 or above including English, Maths and a science or equivalent, or work experience that demonstrates an appropriate level of literacy and numeracy. | Property related HNC/HND (or equivalent). |
| **Skills/Abilities (general)** | Ability to work on own initiative and flexibly as part of a team.  Ability to utilise general office IT systems including Microsoft Office.  Good organisational skills and ability to prioritise work.  Highly motivated. | Excellent spatial awareness and navigational skills. |
| **Skills/Abilities specific to post\*** | Holder of full driving licence\* and access to a vehicle.  High standards of numeracy, literacy and technical drawing ability. |  |

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| **Inter-personal & social**  **skills** | Ability to relate effectively to people at all levels.  Skilled communicator effective with colleagues, external agencies and the public. |  |
| **Working environment & physical demands** | Ability to access and work effectively within the built environment, including for example construction sites, tenement flats, factories and warehouses Appreciation, acceptance and commitment to the importance of confidentiality. |  |

**\* Candidates will be required to show these documents at interview if invited to attend.**