

PERSON SPECIFICATION

POST TITLE: Senior Project Agent

DIVISION/UNIT: Construction Division

JOB SPECIFIC COMPETENCIES

	Essential	Desirable	Evidence/Method of Assessment
Experience	<ol style="list-style-type: none"> 1. Relevant post-qualification experience working in a contracting environment as an agent. 2. People management experience with manual workers and supervisors. 3. Thorough knowledge of Structural and Cyclic Road Maintenance. 4. Experience of managing numerous contracts simultaneously. 5. HR experience e.g. dealing with investigations/disciplinary hearings. 	<ol style="list-style-type: none"> 1. Project management experience. 	Application Form References Interview
Skills/Abilities	<ol style="list-style-type: none"> 1. Commercial Awareness. 2. Applied technical and professional skills. 3. Measurement. 4. Technical capacity in a road environment. 5. Excellent planning and organisational skills. 6. Setting objectives. 7. Analysis of projects (e.g. cost comparison). 8. Computer literate. 		Application Form References Interview
Education & Qualifications	<ol style="list-style-type: none"> 1. HNC/SVQ Level 4/Degree in Civil Engineering or equivalent relevant work experience. 	<ol style="list-style-type: none"> 1. Incorporated or Chartered Engineer. 2. Member of relevant institute. 	Application Form Interview
Personal Qualities	<ol style="list-style-type: none"> 1. Highly motivated. 2. A positive approach with good interpersonal skills. 3. Adaptable. 4. Team player. 5. Strong verbal and written communication skills. 		Interview References

	6. Ability to cope with the demands of the post and attend on a regular basis.		
Additional Job Related Requirements	1. Driving Licence.		Application Form Post Interview Check