

**PERSON SPECIFICATION**

**POST TITLE:** Environmental and Quality Improvement Assistant (Construction)

**DIVISION/UNIT:** Construction Division/Estimating Services

**JOB SPECIFIC COMPETENCIES**

	Essential	Desirable	Evidence/Method of Assessment
Experience	<ol style="list-style-type: none"> <li>1. Experience of working with Quality Management System*.</li> <li>2. Experience of working with Environmental Management Systems*.</li> <li>3. Experience in environmental and waste management best practice techniques.</li> <li>4. Experience in the area of Corporate Social Responsibility (CSR).</li> <li>5. Knowledge of carbon management and Energy reduction.</li> <li>6. Knowledge of sourcing information on legal and Statutory requirements.</li> </ol>	<ol style="list-style-type: none"> <li>1. Experience within the construction industry.</li> <li>2. Experience of guiding and supporting others within Quality and/or Environment.</li> <li>3. Practical experience and development of Waste Management and Corporate Sustainability Policies and Strategies.</li> <li>4. Ability to identify appropriate legislation and regulations and action as require.</li> <li>5. Ability to carry out internal audits and Aspect and Impact assessments.</li> <li>6. Practical application of environmental and waste management best practice tools.</li> <li>7. Knowledge of CSR reporting.</li> <li>8. Ability to deliver Training and Awareness sessions.</li> </ol>	<p>Application Form</p> <p>References</p> <p>Interview</p>
Skills/Abilities	<ol style="list-style-type: none"> <li>1. Ability to plan and organise work to meet objectives.</li> <li>2. Ability to work to deadlines.</li> <li>3. Ability to communicate at all levels, both internally and externally.</li> <li>4. Computer literate – Microsoft Word, Excel, Powerpoint.</li> <li>5. Ability to work effectively as part of a team or individual.</li> <li>6. Ability to deliver training and</li> </ol>	<ol style="list-style-type: none"> <li>1. Ability to lead Teams in improvement projects.</li> <li>2. Ability to guide and support others within Quality and/or Environment and/or Lean Thinking.</li> <li>3. Further interest/knowledge of continuous improvement and lean thinking.</li> </ol>	<p>Application Form</p> <p>References</p> <p>Interview</p>

	presentations.		
Education & Qualifications	<ol style="list-style-type: none"> <li>1. Educated to Higher National level in an Environmental subject or equivalent.</li> <li>2. Internal Auditors Qualification*.</li> </ol>	<ol style="list-style-type: none"> <li>1. Degree level qualification in an Environmental subject or equivalent.</li> </ol>	Application Form Interview
Personal Qualities	<ol style="list-style-type: none"> <li>1. Ability to cope with the demands of the post and attend on a regular basis.</li> <li>2. Self learner and interested in personal development.</li> <li>3. Flexible and adaptable to the needs of the business.</li> </ol>		Interview References
Additional Job Related Requirements	<ol style="list-style-type: none"> <li>1. Category B Driving License or equivalent entitlement to drive in Great Britain and access to a motor vehicle, or otherwise able to meet the requirement to travel efficiently to other locations.</li> </ol>		Application Form Post Interview Check

All items marked \* are essential to be appointed to the post at Grade 7. If candidate can demonstrate a knowledge/awareness of these items they may be suitable for appointment at Grade 5.