

Person Specification



Job Title:	Assistant Project Manager	CV Log No	
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Applicant Name:	
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	Criteria	Skills	Assessment from CV	Matrix Marking (Scale 0-5)	
				Guide	Mark
1.0	Qualifications	ESSENTIAL			
		A relevant Degree (ie. BSc in Construction Management or Quantity Surveying or similar construction related)		Relevant Degree = 5	
				Non-relevant Degree = 1	
		DESIRABLE			
		A relevant Construction Industry Health and Safety qualification i.e. Construction Skills Certification Scheme (CSCS)		Yes and Relevant = 5	
		No or not relevant = 0			
		A relevant Post-Graduate Qualification or already studying for a relevant Masters Degree		Yes and Relevant = 5	
				No or not relevant = 0	
2.0	Attainments / Competencies	Essential			
		The ability to work independently and be self-motivated		Demonstrated (scale 1-5)	
				Not demonstrated = 0	
		Excellent written and verbal communication skills		Demonstrated (scale 1-5)	
				Not demonstrated = 0	
		Attention to detail and organisation skills		Demonstrated (scale 1-5)	
				Not demonstrated = 0	
Desirable					
		Working towards a professional membership i.e. Member of the Association for Project Management (APM) or Members of the Royal Institute of Chartered Surveyors (RICS)		Yes and Relevant = 5	
				No/not relevant = scale 0-2	
3.0	Experience	Essential			
		Up to 2 years experience working within a construction environment		Yes (relevance scale 1-5)	
				No = 0	

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3.0	Experience (Cont'd)	Desirable		Guide	Mark
		Working within the public sector on projects with multiple stakeholders		Yes (relevance scale 1-5) No = 1	
		Working on more than one project at a time		Yes (relevance scale 1-5) No = 1	
4.0	Personal Aptitude and Skills	Essential			
		A good working knowledge of the English Language / Grammar / Spelling		Demonstrated (scale 1-5) Not demonstrated = 0	
		Good interpersonal skills		Demonstrated (scale 1-5) Not demonstrated = 0	
		Good time management skills		Demonstrated (scale 1-5) Not demonstrated = 0	
		Good IT Skills		Demonstrated (scale 1-5) Not demonstrated = 0	
		Desirable			
		Ability to demonstrate analytical and conceptual thinking		Demonstrated (scale 1-5) Not demonstrated = 0	
		Extra-curricula activities - i.e. team activities; charity or voluntary work		Demonstrated (scale 1-5) Not demonstrated = 0	
		Ability to communicate with people at all levels		Demonstrated (scale 1-5) Not demonstrated = 0	

HR Administration Review

Date CV Received		Origin		Passed to	
Progress (Yes/No)		If not, give reason			