

**DEVELOPMENT COORDINATOR (CONSTRUCTION)
EMPLOYEE SPECIFICATION**

	Attributes	Criteria	Rank
1	Education and Training Attainments	Relevant Degree in Construction, Project Management on Construction projects, QS, Design, Housing or equivalent.	Essential
2	Relevant Experience	<p>Experience in a similar working environment.</p> <p>Experience of development, construction and property development.</p> <p>Understanding of social housing projects, Part V, Cost Rental.</p>	<p>Essential</p> <p>Essential</p> <p>Essential</p>
3	Knowledge and Skills	<p>Computer literacy with experience that includes word-processing, spreadsheets, presentation packages, e-mail, MS Teams, Sharepoint.</p> <p>Ability to work with accuracy and attention to detail and within deadlines.</p> <p>Knowledge of the Housing sector in Ireland and current Housing agenda.</p> <p>Willingness to learn new skills in negotiating, conflict management, programme management and financial modelling.</p>	<p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p>
4	Special Aptitudes	<p>Possess good verbal and written communication skills, have the ability to compose letters, memos and reports.</p> <p>Ability to be self-motivated and work on own initiative and also be part of a team.</p> <p>The ability to handle sensitive and confidential information.</p> <p>The ability to deal with problems/enquires in a diplomatic and sensitive manner.</p>	<p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p>

		<p>A high level of organisational skills and the ability to prioritise workload and meet deadlines.</p> <p>Possess commitment to deliver a high quality customer focused service</p> <p>The ability to identify opportunities for continuous improvement, evaluation of options.</p>	<p>Essential</p> <p>Essential</p> <p>Essential</p>
5	Additional Factors	<p>Willingness to work outside normal office hours on occasions.</p> <p>Full, clean driving licence and daily use of car. Where prevented from this due to a disability the candidate must be able to demonstrate how they will meet the mobility requirements of the post.</p>	<p>Essential</p> <p>Essential</p>