



<b>3</b>	<b>Knowledge and Skills</b>	Excellent verbal, written, and interpersonal communication skills are required, including excellent influencing skills.	Essential
		Working knowledge of compliance with Health & Safety procedures.	Essential
		Knowledge of techniques of residential construction and their services systems.	Desirable
		Computer literacy with experience to an intermediate level that includes word-processing, excel, presentation packages, e-mail, electronic schedulers, and internet.	Essential
		Ability to work with accuracy and attention to detail and within deadlines.	Essential
<b>4</b>	<b>Special Aptitudes</b>	Have the ability to compose well written reports, letters, memos, and presentations.	Essential
		Experience in monitoring budget/spend profiles across key work programmes to provide information on monthly/annual spend.	Essential
		The ability to handle sensitive and confidential information.	Essential
		The ability to deal with problems/enquires in a diplomatic and sensitive manner.	Essential
		A high level of organisational skills and the ability to prioritise workload and meet deadlines.	Essential
		The ability to identify opportunities for continuous improvement, evaluation of options.	Essential
		Ability to be self-motivated, work on own initiative and also be part of a team.	Essential
<b>5</b>	<b>Additional Factors</b>	Willingness to work outside normal office hours on occasions such as attending lunch & evening meetings.	Essential
		Willingness to travel and if required overnight stays for work purposes.	Essential
		Full driving licence and use of car / ability to meet the mobility requirements of the post.	Essential

**Tuath reserves the right to enhance these criteria, in line with the employee specification, to facilitate short-listing.**