

**PROPERTY DEVELOPMENT COORDINATOR
EMPLOYEE SPECIFICATION**



	Attributes	Criteria	Rank
1	Education and Training Attainments	Relevant Degree	Essential
2	Relevant Experience	<p>Minimum of two years' experience in a similar working environment.</p> <p>Experience of development, construction, negotiation and property acquisitions</p> <p>Understanding of and experience of working with partners</p>	<p>Essential</p> <p>Essential</p> <p>Essential</p>
3	Knowledge and Skills	<p>Computer literacy with experience that includes wordprocessing, spreadsheets, presentation packages, e-mail, electronic schedulers and internet.</p> <p>Ability to work with accuracy and attention to detail and within deadlines</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>

		A high level of organisational skills and the ability to prioritise workload and meet deadlines	Essential
		Possess commitment to deliver a high-quality customer focused service	Essential
		The ability to identify opportunities for continuous improvement, evaluation of options.	Essential
5	Additional Factors	Willingness to work outside normal office hours on occasions	Essential
		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	Essential

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