

**PROPERTY DEVELOPMENT COORDINATOR  
EMPLOYEE SPECIFICATION**



	<b>Attributes</b>	<b>Criteria</b>	<b>Rank</b>
1	Education and Training Attainments	Degree in a relevant field such as Property Studies, Real Estate, Urban Planning, Construction Management.	Essential
2	Relevant Experience	<p>Minimum of two years' experience in a similar working environment.</p> <p>Experience of development, construction, negotiation, property acquisitions and legal conveyancing.</p> <p>An understanding and experience of strong relationship management.</p>	<p>Essential</p> <p>Essential</p> <p>Essential</p>
3	Knowledge and Skills	<p>Strong interpersonal skills, ability to work with cross functional teams. Ability to communicate and integrate effectively at all levels of the organisation</p> <p>Excellent problem-solving skills, reporting skills and follow up are a must</p> <p>Organised and capable of managing multiple flows of information</p> <p>Computer literacy with experience that includes wordprocessing, spreadsheets, presentation packages, e-mail, electronic schedulers, Sharepoint and internet.</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>Essential</p> <p>Essential</p>

		<p>Deadline-driven with the ability to navigate ambiguity and manage multiple assignments simultaneously in a fast-paced environment</p> <p>The ability to handle sensitive and confidential information</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> <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>

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