

**PROJECT 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	Experience in a similar working environment.	Essential
		Experience of development, construction and property development.	Essential
		Understanding of social housing projects, Part V, Cost Rental.	Essential
3	Knowledge and Skills	Computer literacy with experience that includes word-processing, spreadsheets, presentation packages, e-mail, MS Teams, Sharepoint.	Essential
		Ability to work with accuracy and attention to detail and within deadlines.	Essential
		Knowledge of the Housing sector in Ireland and current Housing agenda.	Essential
		Willingness to learn new skills in negotiating, conflict management, programme management and financial modelling.	Essential
4	Special Aptitudes	Possess good verbal and written communication skills, have the ability to compose letters, memos and reports.	Essential
		Ability to be self-motivated and work on own initiative and also be part of a team.	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
		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