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Job Profile and Person Specification

Post:	Technical Inspector
Reporting Relationship:	Design & Safety Advisor
Salary:	Grade 6 Non-standard working allowances apply Working context demands apply
Summary of Role:	<p>The Technical Inspector will provide technical services for the management of Glasgow City Councils portfolio and City Property Glasgow (Investments) LLP portfolio.</p> <p>Key Responsibilities and accountabilities will include:</p> <ul style="list-style-type: none">• Using specialist technical knowledge, undertake land and building inspections and provide analysis and recommendations.• Utilise hand-held technology to undertake inspections and inform the asset management database of stock condition.• Interpret findings and propose recommendations for implementation.• Contribute to the various property insurance and risk management services delivered by the LLP, in particular those relating to the fire reporting, loss adjusting and making safe/reinstatement instruction requirements.• Provide standby cover to meet operational requirements for incidents occurring outwith normal working hours.• Produce vacant risk records.• Identify and respond to property issues and arrange the necessary repairs.• Report on compliance of installation(s) against contract information.• Contribute to the general technical demands, and property management support.• Assisting in the implementation of the LLP's Policies, Strategies and Standards for Development and Disposal opportunities.• Ensuring property information is gathered as required, to enable appropriate records to be maintained and reports to be prepared.• Responsible for ensuring Health and Safety and risk management procedures are understood and adhered to.

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	ESSENTIAL	DESIRABLE	EVIDENCE
Education, Qualifications & Training	Full driving licence. HNC in a construction related discipline. Commitment to CPD providing supporting evidence.	Membership of the institution of Clerk of Works or equivalent.	<input checked="" type="checkbox"/> Application Form <input checked="" type="checkbox"/> Certificate(s)
Skills, Knowledge & Competencies	Experience in the building/construction industry. Good knowledge and understanding of building construction, construction techniques. Good knowledge and understanding of property repair and maintenance techniques. Working knowledge of the Construction, Design and Management (CDM) Regulations. Understanding of the various disciplines within the construction industry. An awareness of current statutory and legislative requirements Demonstrates good written and verbal communication skills when dealing with client services and contractors in particular.	Knowledge and experience of the Technical Standards (Scotland). Knowledge of asset management systems. City & Guilds qualification or equivalent. Knowledge of landlord consents. Knowledge of energy performance certificates.	<input checked="" type="checkbox"/> Application Form <input checked="" type="checkbox"/> References <input checked="" type="checkbox"/> Interview

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CRITERIA	ESSENTIAL	DESIRABLE	EVIDENCE
Leadership – Provides Support Effectiveness (level 2)	<ul style="list-style-type: none">• Make sure you spend the right amount of time on the different aspects of your jobs, to meet the aims.• Give regular and helpful feedback to other people.• Ask people to give you feedback and to explain your targets and the best ways you can meet them.		<input checked="" type="checkbox"/> Application Form <input checked="" type="checkbox"/> Interview
Delivering Results - Planning (level 2)	<ul style="list-style-type: none">• Produce complete, detailed and realistic project plans.• Prioritise your own and other peoples work, based on business needs.• Organise and Plan events, activities and resources to make sure that projects or goals are met withing agreed timescales. uses the right skills to manage projects successfully and get the right results.		<input checked="" type="checkbox"/> App. Form <input checked="" type="checkbox"/> Interview
Delivering Results - Motivation (level 2)	<ul style="list-style-type: none">• Balance any conflicting priorities when you need to.• Enjoy a challenge and work well even when time is short, and things are difficult.		<input checked="" type="checkbox"/> App. Form <input checked="" type="checkbox"/> Interview
Personal Effectiveness Communicating (level 2)	<ul style="list-style-type: none">• Can keep themselves and team focused on the most important things, but let other people express their views• Can produce clear, concise and easily understood written communications• Can share relevant and important information on time, with your team.		<input checked="" type="checkbox"/> App. Form <input checked="" type="checkbox"/> Interview



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Personal Effectiveness - Decision Making (level 2)	<ul style="list-style-type: none">Can explain why decisions have been made and use examples to support them.Can make sensible decisions after getting all the information required and thinking about alternative options.		<input checked="" type="checkbox"/> App. Form <input checked="" type="checkbox"/> Interview
Providing Excellent Customer Service - Collaboration (level 2)	<ul style="list-style-type: none">Ask for help from colleagues or experts outside of the Council.Try to improve your performance as well as meeting personal goals.Build strong relationships with colleagues and customers, beyond just working together on shared tasks.		<input checked="" type="checkbox"/> App. Form <input checked="" type="checkbox"/> Interview

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