

## PERSON SPECIFICATION

### H14 AIDS & ADAPTATIONS OFFICER

| Specification Type                | Additional/changed requirements  | E/D | Measure |
|-----------------------------------|--|-----|---------|
| <b>Personal Skills</b>            | Excellence in delivering customer focused services   | E   | 1,3     |
| <b>Personal Skills</b>            | Computer literate  | E   | 1,3     |
| <b>Personal Skills</b>            | Excellent communication skills, including verbal and written                                 | E   | 1,3     |
| <b>Personal Skills</b>            | Enthusiastic and well-motivated  | E   | 1,3     |
| <b>Personal Skills</b>            | Effective inter-personal, negotiating and influencing skills                                 | E   | 1,3     |
| <b>Personal Skills</b>            | Flexible approach  | E   | 1,3     |
| <b>Personal Skills</b>            | Excellent prioritising and time management skills  | E   | 1,3     |
| <b>Personal Skills</b>            | Works well in a team   | E   | 1,3     |
| <b>Personal Skills</b>            | Can work under pressure  | E   | 1,2,3   |
| <b>Personal Skills</b>            | Good analytical skills   | E   | 1,2,3   |
| <b>Experience</b>                 | Experience of working in housing management, or a related environment                        | E   | 1,3     |
| <b>Experience</b>                 | Property inspections, repairs and maintenance  | E   | 1,3     |
| <b>Experience</b>                 | Appointment and Management of contractors  | E   | 1,3     |
| <b>Experience</b>                 | Dealing with housing allocations, tenancy and estate management issues                       | E   | 1,3     |
| <b>Experience</b>                 | Offering advice on housing issues  | D   | 1,3     |
| <b>Experience</b>                 | Performance management   | D   | 1,3     |
| <b>Experience</b>                 | Budget management  | D   | 1,3     |
| <b>Experience</b>                 | Minor and Major property adaptations for disabled people                                     | E   | 1,3     |
| <b>Experience</b>                 | Checking construction work for defects   | E   | 1,3     |
| <b>Experience</b>                 | Use of Microsoft Office  | E   | 1,3     |
| <b>Experience</b>                 | Liaising with other agencies   | E   | 1,3     |
| <b>Experience</b>                 | Dealing with vulnerable people   | D   | 1,3     |
| <b>Experience</b>                 | Use of Housing Health and Safety Rating System   | D   | 1,3     |
| <b>Experience</b>                 | Housing and tenant data management   | E   | 1,3     |
| <b>Experience</b>                 | GDPR   | E   | 1,3     |
| <b>Attainments/Qualifications</b> | Educated to GCSE/O Level standard, or equivalent, including Maths and English                | E   | 1,3,4   |
| <b>Attainments/Qualifications</b> | Trusted Assessor Level 4: Assessing and Adapting the Home or Assessing for Major Adaptations | E   | 1,3,4   |
| <b>Attainments/Qualifications</b> | Member of the Chartered Institute of Housing   | D   | 1,3,4   |
| <b>Attainments/Qualifications</b> | Certificate of competence in administering Housing Health and Safety Rating System           | D   | 1,3,4   |

| <b>Specification Type</b>              | <b>Additional/changed requirements</b>   | <b>E/D</b> | <b>Measure</b> |
|--|--|------------|----------------|
| <b>Attainments/<br/>Qualifications</b> | Relevant Housing or Construction related qualification (Level 3 or higher)                   | D          | 1,3,4          |
| <b>Knowledge</b>                       | Relevant housing & Disabled Adaptations related legislation                                  | E          | 1,3            |
| <b>Knowledge</b>                       | Equality Act 2010  | E          | 1,3            |
| <b>Knowledge</b>                       | Building construction and maintenance techniques   | E          | 1,2,3          |
| <b>Knowledge</b>                       | Housing construction defects   | E          | 1,3            |
| <b>Knowledge</b>                       | Assessment & specification for minor and major home adaptations                              | E          | 1,2,3          |
| <b>Knowledge</b>                       | Building Regulations   | E          | 1,3            |
| <b>Knowledge</b>                       | Health & Safety in Construction  | E          | 1,3            |
| <b>Knowledge</b>                       | General tenancy issues   | D          | 1,3            |
| <b>Knowledge</b>                       | Services for vulnerable groups   | D          |                |
| <b>Special Requirements</b>            | An enhanced DBS (Disclosure and Barring service) check will be required prior to appointment | E          | 4              |
| <b>Special Requirements</b>            | Able to undertake site inspections   | E          | 1,3            |
| <b>Special Requirements</b>            | Willingness to attend evening meetings, if required  | D          | 1,3            |

**Car Allowance:**

This post carries a designated car user status.

**E/D:**

Essential (E)

Desirable (D)

**Measure:**

1. Application form
2. Test after shortlisting
3. At interview
4. Documentary evidence
5. Other [please specify]