

PERSON SPECIFICATION

PRIVATE SECTOR HOUSING OFFICER

Specification Type	Requirements	E/D	Measurement
Personal Skills	- Ability to work alone and/or within a team	E	1,3
Personal Skills	- Good planning, organisational and communication skills	E	1,3
Personal Skills	- Ability to maintain clear and concise records	E	1,3
Personal Skills	- Ability to make considered decisions	E	1,3
Personal Skills	- Enthusiastic and self-motivated	E	3
Personal Skills	- Good customer care skills	E	1,3
Experience	- Undertaking detailed housing inspections and preparing schedules of work	D	1,3
Experience	- Enforcement of private sector housing legislation	D	1,3
Experience	- Use of computerised software systems, including word, excel, outlook.	E	1,3
Experience	- Costing of itemised schedules	D	1,3
Experience	- Administration of housing grants	D	1,3
Experience	- Work in housing related discipline	E	1,3
Attainments/Qualifications	- Degree or Diploma in Environmental Health; or Certificate in Housing Practice; or other equivalent relevant qualification.	E	1,4
Attainments/Qualifications	- Housing Health and Safety Rating System Certificate of Competence.	D	1,4
Knowledge	- Private sector housing legislation	D	1,3
Knowledge	- Houses in multiple occupation	D	1,3
Knowledge	- Disabled Facilities Grants	D	1,3
Knowledge	- Equalities and diversity	E	1,3
Knowledge	- Housing construction and defect	E	1,3
Special requirements	- Able to undertake site inspections	E	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]