

PERSON SPECIFICATION

H70 & H114 Private Sector Housing Officer

Specification Type	Additional/changed requirements	E/D	Measure
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
Personal Skills	Conflict resolution and Mediation 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	E	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 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]