

PERSON SPECIFICATION

H55 – Housing Property Officer

Specification Type	Additional/changed requirements	E/D	Measure
Qualifications & Training	Professional Housing or Property qualification or similar relevant experience to demonstrate ability to undertake the role	E	1,4
Qualifications & Training	GCSEs in Mathematics and English (Grade 4 or above, or equivalent)	E	1,4
Qualifications & Training	RICS qualified or equivalent	D	1,4
Knowledge & Experience	Knowledge and understanding of property market, property conveyancing and contracts.	E	1,3
Knowledge & Experience	Understanding of the legislative environment in which Housing and Local Authority Housing operates	E	1,3
Knowledge & Experience	Awareness of the potential sources of information to inform housing decisions	E	1,3
Knowledge & Experience	Awareness of the residential property market and understanding of trends and variations in local market.	E	1,3
Knowledge & Experience	Proficiency in key areas relating to the purchase and sale of properties (e.g. knowledge of conveyancing process)	E	1,3
Knowledge & Experience	Working knowledge of Microsoft Office applications, including Microsoft Word, Excel and Outlook	E	1,2
Knowledge & Experience	Experience of easements, joint access, boundary disputes and other issues pertaining to land.	D	1,3
Knowledge & Experience	Experience of negotiation and mediation between parties	E	1,3
Knowledge & Experience	Experience of liaising with external agencies and internal departments	E	1
Knowledge & Experience	Experience of writing reports	D	1
Knowledge & Experience	Use of housing management systems	D	1
Knowledge & Experience	Experience of dealing with the public	E	1,3
Knowledge & Experience	Demonstrable track record of achieving challenging targets and outputs	E	1,3
Skills & Abilities	Ability to interpret complex data and reach appropriate conclusions in a defined timeframe	E	1,2
Skills & Abilities	Use creative and innovative negotiation skills	E	1,3
Skills & Abilities	Accurate with a high degree of numerical and literacy skills, with excellent attention to detail	E	1,2
Skills & Abilities	Excellent communication and interpersonal skills	E	1,3
Skills & Abilities	Strong organisational/time management skills, with the ability to work under pressure and handle competing priorities in meeting deadlines and commitments	E	1,3

Specification Type	Additional/changed requirements	E/D	Measure
Skills & Abilities	Assertive, proactive, enthusiastic and self-motivated	E	1,3
Skills & Abilities	Ability to provide a high level of customer service	E	1,3
Skills & Abilities	Ability to work using own initiative and unsupervised	E	1,3
Skills & Abilities	Ability to work within a team and work cooperatively with colleagues	E	1,3

Car Allowance:

This post does carry 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]