

## PERSON SPECIFICATION

### T323 REPAIRS INSPECTOR

Specification Type	Additional/changed requirements	E/D	Measure
<b>Qualifications &amp; Training</b>	A qualification in building surveying or considerable experience working in a housing repairs team	E	1, 3, 4
<b>Qualifications &amp; Training</b>	Commitment to continuing personal development.	E	1, 3,
<b>Knowledge &amp; Experience</b>	Experience of undertaking joinery, plumbing and building repairs	E	1, 3
<b>Knowledge &amp; Experience</b>	Experience of inspecting properties	E	1, 3
<b>Knowledge &amp; Experience</b>	Experience of working with tenants and leaseholders	E	1, 3
<b>Knowledge &amp; Experience</b>	Experience of managing contracts	E	1, 3
<b>Knowledge &amp; Experience</b>	Experience of property pathology	E	1, 3
<b>Knowledge &amp; Experience</b>	Knowledge of current housing legislation relating to housing repairs and compliance	E	1, 3
<b>Knowledge &amp; Experience</b>	Experience of working collaboratively and effectively with internal and external stakeholders	E	1, 3
<b>Knowledge &amp; Experience</b>	Experience of using a range of IT packages including Microsoft Office	E	1, 3
<b>Knowledge &amp; Experience</b>	Understanding of health and safety issues in relation to residential dwellings and social housing	E	1, 3
<b>Knowledge &amp; Experience</b>	Understanding of and commitment to equal opportunity and diversity	E	1, 3
<b>Knowledge &amp; Experience</b>	Awareness of current and emerging good practice, in terms of both methods and products	E	1, 3
<b>Knowledge &amp; Experience</b>	Experience of producing reports to be used as evidence in disrepair cases	E	1, 3
<b>Skills &amp; Abilities</b>	Commitment to achieving continual service improvement and improved outcomes for customers	E	1, 3
<b>Skills &amp; Abilities</b>	Flexible approach to meet the needs of a demanding service	E	1, 3
<b>Skills &amp; Abilities</b>	Good interpersonal skills, including negotiating and diplomacy	E	1, 3
<b>Skills &amp; Abilities</b>	Good verbal and written communication skills with an ability to adopt a variety of suitable communication methods	E	1, 3
<b>Skills &amp; Abilities</b>	Creative approach to problem solving	E	1, 3
<b>Skills &amp; Abilities</b>	Ability to produce reports	E	1, 3
<b>Skills &amp; Abilities</b>	Ability to meet challenging deadlines	E	1, 3
<b>Skills &amp; Abilities</b>	Excellent prioritising and time management skills	E	1, 3
<b>Skills &amp; Abilities</b>	Ability to make considered decisions	E	1, 3

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<b>Skills &amp; Abilities</b>	Ability to build and maintain good relationships to secure cooperation with colleagues and partners, including contractors	E	1, 3
<b>Other Requirements</b>	Willingness to work out of office hours	E	1, 3
<b>Other Requirements</b>	Ability to attend emergencies out of hours	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]