

PERSON SPECIFICATION

T323 Repairs Inspector

Specification Type	Additional/changed requirements	E/D	Measure
Qualifications and Training	A qualification in building surveying or considerable experience working in a housing repairs team	E	1,3,4
Qualifications and Training	Commitment to continuing personal development.	E	1,3
Personal Skills	Planning and managing workloads	E	1,3
Personal Skills	Commitment to achieving continual service improvement	E	1,3
Personal Skills	Flexible approach to meet the needs of a demanding service	E	1,3
Personal Skills	Excellent interpersonal skills	E	1,3
Personal Skills	Excellent verbal and written communication skills, with an ability to adopt a variety of suitable communication methods	E	1,3
Personal Skills	Creative approach to problem solving	E	1,3
Personal Skills	Ability to meet challenging deadlines	E	1,3
Personal Skills	Ability to work under pressure	E	1,3
Personal Skills	Excellent prioritising and time management skills	E	1,3
Knowledge & Experience	Detailed knowledge of the voids process	E	1,3
Knowledge & Experience	Experience of working within void properties	E	1,3
Knowledge & Experience	Understanding of trades and associated skills within voids and repairs.	E	1,3
Knowledge & Experience	Experience of working collaboratively and effectively with internal and external stakeholders	E	1,3
Knowledge & Experience	Experience of using a range of IT packages including Microsoft Office	E	1,3
Knowledge & Experience	Experience of work scheduling to meet deadlines	E	1,3
Knowledge & Experience	Excellent knowledge of works order and allocations management systems	E	1,3
Knowledge & Experience	Knowledge of building practice and regulations	E	1,3
Knowledge & Experience	Experience of contract related work and associated administrative	E	1,3
Knowledge & Experience	Understanding of performance management	E	1,3
Knowledge & Experience	Understanding of and commitment to equal opportunity and diversity	E	1,3
Knowledge & Experience	Experience of working in a local authority	D	1,3

Specification Type	Additional/changed requirements	E/D	Measure
Other Requirements	Willingness to work out of office hours	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]