

PERSON SPECIFICATION

T324 Repairs Inspector

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

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

Car Allowance:

This post is a designated car user. Whilst it will not be necessary for the post holder to provide a car for use on Broxtowe Borough Council business, provision must be made however to discharge duties and responsibilities of the post in an effective manner. Employees choosing to use their own vehicle for work purposes must be in possession of a full driving licence. Disabled employees who are unable to drive because of their disability, but who occupy posts with a designated car user status, are allowed to use taxis to carry out their duties where no other forms of transport are appropriate.

E/D:

Essential (E)

Desirable (D)

Measure:

1. Application form
2. Test after shortlisting
3. At interview
4. Documentary evidence
5. Other [please specify]