

Person Specification

Post title	Housing Surveyor	Grade	E
Department	Housing & Assets Directorate	Post ref	

Competencies	
<i>Please refer to the relevant competency framework for more information about the behaviour descriptors for each competency. All competencies within the relevant framework are applicable to the post and the ones that have prioritised for recruitment are detailed below.</i>	
Competency framework relevant to the post:	Leadership Level 3
	Assessment
Changing and Improving	Application / Interview
Leading and Communicating	Application / Interview
Delivering Value for Money	Application / Interview
Making effective decisions	Application / Interview
Delivering at Pace	Application / Interview

Skills	Essential / Desirable	Assessment
Excellent communication skills – verbal and written	Essential	Application / Interview
Excellent interpersonal skills – face to face and telephone	Essential	Application / Interview
Excellent IT skills – proficient in use of MS Word, Excel and databases	Essential	Application / Interview
Meet Deadlines	Essential	Application / Interview
Numeracy	Essential	Application / Interview

Knowledge	Essential / Desirable	Assessment
Construction Industry	Essential	Application / Interview

Experience	Essential / Desirable	Assessment
Dealing with the public and other outside agencies	Essential	Application / Interview
Social Housing environment	Desirable	Application / Interview
Building, Repairs and Maintenance	Essential	Application / Interview

Qualifications	Essential / Desirable	Evidence
City and Guilds NVQ level 3 or equivalent experience within a building construction environment.	Essential	Application / Interview
A current valid driving licence	Essential	Application/ Documentation
Microsoft Office or other relevant IT related qualification	Desirable	Application/ Documentation
Formal Property Surveying qualification	Desirable	Application/ Documentation
Member of a professional surveying institute	Desirable	Application/ Documentation

Additional information / other requirements of the post
<ul style="list-style-type: none"> • The Post-holder is eligible for essential car user allowance. • The post involves driving and so the Post-holder will be required to undertake relevant DVLA licence checks. • The Post-holder may be required to work out of normal working hours / attend evening meetings / work weekends and / or Bank Holidays as part of their role. • The Post-holder may be required to work as part of the Emergency Out of Hours Standby Service as part of their role.

Equality Act 2010
<p>The ways in which a disabled person meets the criteria for a post must be assessed as they would be after any reasonable adjustments required had been made.</p> <p>If appropriate, disabled candidates should indicate on the application form if they have needs which should be considered at the shortlisting stage.</p>

Date produced / last amended
October 2023