

Person Specification

Post title	Technical Officer (Damp, Mould & Disrepair)	Grade	F
Department	Technical Services	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
Making Effective Decisions	Application / Interview
Delivering Value for Money	Application / Interview
Managing a Quality Service	Application / Interview
Delivering at Pace	Application / Interview

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

Knowledge	Essential / Desirable	Assessment
Legislation, Regulations and Procedures relating to Social Housing	D	A / I
Construction Industry	E	A / I

Experience	Essential / Desirable	Assessment
Dealing with the public and other outside agencies	E	A / I
Supervision of building trade operations	E	A / I
Dealing with the public in a Social Housing environment	D	A / I
Building, Repairs and Maintenance	E	A / I

Qualifications	Essential / Desirable	Evidence
ONC or equivalent experience within a building construction environment	E	A / I / D
HNC or equivalent experience within a building construction environment	D	A / D
Microsoft Office or other relevant IT related qualification	D	A / D
Apprentice trained background	D	A

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

Equality Act 2010
<i>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. If appropriate, disabled candidates should indicate on the application form if they have needs which should be considered at the shortlisting stage.</i>

Date produced / last amended
30/12/2022