

Person Specification

Post title	Principal Officer – Compliance	Grade	TBC
Department	Operations	Post ref	AHE4010

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
Seeing the Big Picture	Application / Interview
Changing and Improving	Application / Interview
Making Effective Decisions	Application / Interview
Leading and Communicating	Application / Interview
Delivering Value for Money	Application / Interview
Managing a Quality Service	Application / Interview
Delivering at Pace	Application / Interview

Skills	Essential / Desirable	Assessment Application (A) Interview (I) Documentary (D) Test (T)
Excellent communication skills – verbal and written	E	A / I
Excellent interpersonal skills – face to face and telephone	E	I
Excellent IT skills – proficient in use of MS Word, Excel, SharePoint and databases etc.	E	A / I
Meet Deadlines	E	A / I
Numeracy	E	A / I
Exceptional attention to detail	E	A / I

Knowledge	Essential / Desirable	Assessment
Legislation, Regulations and Procedures relating to Gas Safety (Installation and Use)	E	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 operatives	E	A / I

Building, Repairs and Maintenance	E	A / I
Tendering processes and the supervision of maintenance contracts	E	A / I
Social Housing environment	D	A / I

Qualifications	Essential / Desirable	Evidence
Minimum HNC or equivalent experience within a building construction environment.	E	A / D
City and Guilds or equivalent in Plumbing & Heating	E	A / D
ACS CCN1 Natural Gas Safety or equivalent	E	A / D
A current valid driving licence	E	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 Post Holder must hold a valid driving licence and have access to a motor vehicle during working hours, which must be insured to the Council's requirements e.g. business insurance. As the Post Holder is required to drive as part of their duties, there will be a requirement for relevant DVLA licence checks to be undertaken. 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.

Date produced / last amended
June 2025