



Person Specification			
Post title	Enforcement Officer - Empty Homes	Grade	J

To be successful in this role you will need to demonstrate how you meet the criteria below at application & interview stage.

Shortlisting Number	Criteria	Method of assessment
Skills, knowledge, experience		
S1	Recent experience of working within an Empty Homes, Environmental Health, Private Housing Renewal, housing assistance, or property surveying service.	CV/SS, I
S2	Experience of inspecting residential properties, identifying defects/hazards and specifying improvements to resolve the defects/hazards.	CV/SS, I
S3	Up to date knowledge of residential property related legislation, case law, and codes of/best practise, particularly in regard to empty homes.	CV/SS, I
S4	Experience of dealing with the public in an empathetic, sensitive and confidential manner.	CV/SS, I
S5	Experience of developing relationships internally and externally, working with partner organisations to deliver shared goals and outcomes.	CV/SS, I
S6	Good organisational and time management skills along with the ability to manage workloads.	CV/SS, I
S7	Well-developed interpersonal and conflict resolution skills and well-developed customer care skills.	CV/SS, I
S8	Ability to problem solve.	CV/SS, I
S9	Ability to utilise ICT, effectively to deliver work objectives, including standard Microsoft 365 software package (Teams, Office, Excel, Access, Powerpoint and Outlook) and database systems.	CV/SS, I
S10	Experience of working as part of a team and independently.	CV/SS, I
S11	Ability to understand and take account of personal health and safety according to Council Policy.	CV/SS, I
Personal attributes and circumstances		
P1	You must adhere to the “Knowsley Better Together” staff qualities; Integrity, Accountability, Communication and Respect	I
P2	Driving licence and access to vehicle during working hours for business purposes.	CV/SS, I
P3	A commitment to carry out of hour’s inspection and attend meetings when requested.	CV/SS, I

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Communication		
C1	Good verbal communication skills.	CV/SS, I
C2	Good written skills including the ability to prepare reports on complex issues in a clear, concise style.	CV/SS, I
Qualifications		
Q1	Good overall level of education to a minimum A Level or equivalent. Minimum of 5 GCSE's at grade C or above (must include English and Maths)	CV/SS, C
Q2	GCSE grade C or above in English Language and Maths	CV/SS, C
Q3	Housing Health and Safety Rating System Competency Certificate or experience in applying the Housing Health and Safety Rating System in assessing residential properties	CV/SS, I

CV/SS = Curriculum Vitae/Supporting Statement **A** = Application Form **C** = Certificate **E** = Exercise **I** = Interview
P = Presentation **AC** = Assessment Centre **T** = Test

Where the post involves working with children, in addition to a candidate's ability to perform the duties of the post, the interview will also explore issues relating to safeguarding and promoting the welfare of children, including:

- **Motivation to work with children and young people.**
- **Ability to form and maintain appropriate relationships and personal boundaries with children and young people.**
- **Emotional resilience in working with challenging behaviours.**
- **Attitudes to use of authority and maintaining discipline**

We have a positive attitude to the employment of disabled people and guarantee an interview to those who meet **all** the necessary criteria of the person specification.

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