

Person Specification

Post title	Housing Regulation Apprentice	Post ref	
Department	Housing Management		
Grade	NMW (£10 per hour) for the first 12 months followed by NMW (£10/£12.21) age dependant for the remainder		

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:	Employee Competency Framework	
	Assessment	
Communication	Essential	Application Form/ Interview
Team Working	Essential	Interview
Changing, learning and improving	Essential	Interview

Skills	Essential / Desirable	Assessment
Excellent interpersonal and communication skills in person, on the telephone and written	Essential	Application Form/ Interview
Good organisational skills and the ability to manage a range of tasks competing for attention	Essential	Application Form/ Interview
Able to meet deadlines and targets in a pressured environment	Essential	Interview
Working effectively as part of a team and be able to evidence previous experience of this through sport, social activities or other interests from school or the workplace	Essential	Application Form/ Interview

Behaviours	Essential / Desirable	Assessment
Evidence of a clear enthusiasm for the role and working for Ashfield District Council, and a commitment to studying the apprenticeship	Essential	Application Form/ Interview

A flexible and adaptable approach to work to ensure the office is covered at all times	Essential	Application Form/ Interview
To demonstrate a commitment to and understanding of equality and diversity	Essential	Interview
Tactful and diplomatic	Essential	Application Form/ Interview

Knowledge	Essential / Desirable	Assessment
Understanding the importance of confidentiality and GDPR	Essential	Application Form/ Interview
IT skills and a working knowledge of Microsoft Office including Outlook, Word and Excel	Essential	Application Form
Competent and able to work with technology and computer packages including spreadsheets	Essential	Application Form/ Interview

Qualifications	Essential / Desirable	Evidence
GCSE grade 9-4 (A* -C) in English or literacy level 2 (or equivalent)	Essential	Application Form/ Certificates
GCSE grade 9-3 (A*-E) in maths or numeracy level 1 (or equivalent)	Desirable	Application Form/ Certificates

Additional information / other requirements of the post
<ul style="list-style-type: none"> You must work with your assessor to complete course work on time and to a high standard. You must conduct yourself in a safe and diligent manner, both in the workplace and at college and comply with health and safety policies and procedures. You will undertake a competency-based qualification to demonstrate you have the skills required to carry out the job. These are assessed by breaking down the contents of the jobs within your specific occupation into tasks called units of competences and will be measured through observations, assessments, and witness testimony.

Date produced / last amended
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