

PERSON SPECIFICATION

Housing Standards Officer

Essential	Desirable	Assess by
Knowledge and Qualifications		
<p>HNC or equivalent qualification in a relevant discipline.</p> <p>Full driving licence and access to a vehicle.</p> <p>Knowledge of legislation and statutory guidance relating to private sector housing enforcement.</p>	<p>Health and Safety Rating System qualification (HHSRS).</p> <p>Membership of an appropriate professional body.</p> <p>An excellent, detailed working knowledge of the legislation, statutory guidance, circulars, and technical literature relevant to the service.</p>	Application/Interview
Experience		
<p>Experience of inspecting residential properties and produce schedules of work and monitor to ensure work is compliant and remedial work has been undertaken.</p> <p>Experience of working with members of the public and business.</p> <p>Experience of Microsoft Office packages and complaint handling databases.</p>	<p>Experience of private sector housing issues within a Local Authority.</p> <p>Experience of report writing and presentations to committee.</p> <p>Recent enforcement experience.</p> <p>Experience of gathering evidence as part of audit / investigations.</p> <p>Experience of and ability to prepare and serve notices and to prepare prosecution reports.</p>	Application/Interview

Skills and competencies		
Excellent team working and written and verbal communication skills.		Application/Interview
Good administrative and organisational Skills.		
Ability to work well under pressure and meet deadlines both as an individual and as a Team member.		
Accuracy and numeracy skills.		
Physical, mental and emotional demands		
The ability to work with interruption, balancing a number of different priorities and conflicting demands.		Application/Interview
Able to work evenings, weekends and bank holidays.		

All applicants with a disability who meet the minimum requirements for the role will be given an interview and will be considered on their abilities.

We can only accept applications from candidates who are permitted to work within the UK, or from those who have a valid work permit.