

## Person Specification

|                   |                              |                 |   |
|-------------------|------------------------------|-----------------|---|
| <b>Post title</b> | Housing Surveyor             | <b>Grade</b>    | E |
| <b>Department</b> | Housing & Assets Directorate | <b>Post ref</b> |   |

| 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 |
| Leading and Communicating                                                                                                                                                                                                                                                           | Application / Interview |
| Delivering Value for Money                                                                                                                                                                                                                                                          | Application / Interview |
| Making effective decisions                                                                                                                                                                                                                                                          | Application / Interview |
| Delivering at Pace                                                                                                                                                                                                                                                                  | Application / Interview |

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

| Knowledge             | Essential / Desirable | Assessment              |
|-----------------------|-----------------------|-------------------------|
| Construction Industry | Essential             | Application / Interview |

| Experience                                         | Essential / Desirable | Assessment              |
|----------------------------------------------------|-----------------------|-------------------------|
| Dealing with the public and other outside agencies | Essential             | Application / Interview |
| Social Housing environment                         | Desirable             | Application / Interview |
| Building, Repairs and Maintenance                  | Essential             | Application / Interview |

| <b>Qualifications</b>                                                                            | <b>Essential / Desirable</b> | <b>Evidence</b>            |
|--------------------------------------------------------------------------------------------------|------------------------------|----------------------------|
| City and Guilds NVQ level 3 or equivalent experience within a building construction environment. | Essential                    | Application / Interview    |
| A current valid driving licence                                                                  | Essential                    | Application/ Documentation |
| Microsoft Office or other relevant IT related qualification                                      | Desirable                    | Application/ Documentation |
| Formal Property Surveying qualification                                                          | Desirable                    | Application/ Documentation |
| Member of a professional surveying institute                                                     | Desirable                    | Application/ Documentation |

| <b>Additional information / other requirements of the post</b>                                                                                                                                                                                                                                                                                                                                                                                                          |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <ul style="list-style-type: none"> <li>• The post involves driving and so the Post-holder will be required to undertake relevant DVLA licence checks.</li> <li>• The Post-holder may be required to work out of normal working hours / attend evening meetings / work weekends and / or Bank Holidays as part of their role.</li> <li>• The Post-holder may be required to work as part of the Emergency Out of Hours Standby Service as part of their role.</li> </ul> |

| <b>Date produced / last amended</b> |
|-------------------------------------|
| October 2023                        |