



## ***Person Specification***

<b>Post title</b>	Housing Compliance Officer	<b>Grade</b>	Grade 5
<b>Department</b>	Housing - Housing Assets and Compliance	<b>Post ref</b>	

<b>Competencies</b>	
<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>	
<b>Competency framework relevant to the post:</b>	<b>Employee Assessment</b>
Changing and Improving	Application Form / Interview
Making effective decisions	Application Form / Interview
Leading and communicating	Application Form / Interview
Delivering value for money	Application Form / Interview
Managing a quality service	Application Form / Interview
Delivering at pace	Application Form / Interview

<b>Skills</b>	<b>Essential / Desirable</b>	<b>Assessment</b>
Excellent communication skills	Essential	Interview /Application Form
Excellent interpersonal skills – face to face and telephone	Essential	Interview /Application Form
Ability to meet deadlines	Essential	Interview /Application Form
Basic keyboard skills	Essential	Interview /Application Form

<b>Knowledge</b>	<b>Essential / Desirable</b>	<b>Assessment</b>
Experience of managing relationships with internal and external stakeholders and tenants and leaseholder.	E	Application Form / Interview
Strong technical Knowledge of all aspects of housing compliance including gas safety, electrical safety, fire safety, legionella, lifts, asbestos.	E	Application Form / Interview
Strong technical knowledge in a particular compliance-related area of expertise.	D	
Working knowledge of Health and Safety Regulations	E	Application Form / Interview

Wide knowledge of all building crafts and regulations including Gas Safety Regulations and Electrical Installation Regulations	D	Application Form / Interview
Extensive knowledge of the operation of the principles of repairs, construction, maintenance of properties and asset management	D	Application Form / Interview
Knowledge of construction contracts and contractor management.	D	Application Form / Interview

<b>Experience</b>	<b>Essential / Desirable</b>	<b>Assessment</b>
Previous experience of working in a Housing environment.	D	Application Form / Interview
Experience of working within a compliance related environment.	E	Application Form / Interview
Experience in a compliance-related specialism e.g. gas, electrical safety.	D	
Experience of managing contractors.	D	Application Form / Interview
Experience of budget monitoring.	D	Application Form / Interview

<b>Qualifications</b>	<b>Essential / Desirable</b>	<b>Evidence</b>
Relevant qualification from a professional body including IOSH, NEBOSH, CIHCM, ASCP.	D	Application Form / Interview
Relevant membership of a professional body including IOSH, NEBOSH, CIHCM, ASCP.	D	Application Form / Interview
Level 3 qualification	E	Application/documentation
A current valid driving licence	Essential	Application / documentation
Asbestos awareness	Desirable	Application / documentation

<b>Additional information / other requirements of the post</b>
<ul style="list-style-type: none"> <li>The postholder is eligible for casual car user allowance.</li> <li>The post involves driving and the postholder will be required to undertake relevant DVLA licence checks.</li> </ul>

<b>Date produced / last amended</b>
November 2023