

Harlow Council Employee Profile

Job Title: Housing Officer – Fire Safety

Post Number: HM0019X

Attributes	Essential	Desirable	Method of Identification
Education Qualifications	Relevant Fire Safety qualifications (e.g. NEBOSH National Certificate in Fire safety and Risk Management) or commitment to work towards. GCSE English Language & Maths grade A-C or minimum Level 5 or equivalent. Able to demonstrate good literacy and numeric skills	Part or full CIOH or Housing qualification.	Application form, certificates, test
Related Experience	A sound working knowledge of Housing management gained in local authority, RSL or related organisation including contact with general public. Experience of working with Fire and Rescue Services. Experience of setting up monitoring systems to assess risk. Experience of supporting the management of fire safety commitments/services.	Thorough understanding of the Fire and Safety Regulatory Reform Order 2005. Familiar with legal processes, court forms and protocols.	Application form, interview
Special Circumstances	Must be willing to work evenings and flexible hours to meet deadlines and attend meetings if required. Full driving licence required and access to a car or other suitable means of transport.		Application form. Interview
Special Knowledge, Training	Knowledge of current housing legislation. Knowledge of Health and Safety legislation and regulation for managing fire safety. Understanding of the key aspects of landlord and tenant legislation. Knowledge of legal requirements and good practice relating to fire safety.	Experience of building construction and maintenance.	Application form. Certificates Interview

Skills and Abilities	Able to communicate effectively with a wide range of people, in a clear, articulate and persuasive manner. Can prioritise tasks against competing demands and deliver to very tight deadlines. Ability to multi task. Able to use Microsoft applications Good letter and report writing skills. Ability to analyse written and numerical information and draw conclusions. Good judgement in determining when to deal with a problem and when to refer it, or seek advice from others.	Contribute to and make recommendations for improving the service. Familiar with the use of Orchard or similar housing IT systems.	Application form. Interview Test
Disposition and Attitude	Practical and tactful approach to problem solving. Confident, assertive and self-motivated team player. Works well and remains calm under pressure. Ready to work on own initiative. Pays particular attention to detail. Understands and is committed to equal opportunities and customer care.		Interview