

Person Specification

JOB TITLE:	Housing Compliance Officer	POST NO:	TBC
GRADE:	10	DEPARTMENT:	Place and Economy
HOURS	37		
DIVISION:	Private Sector Housing	DIRECTOR:	Adrian Chapman
DATE:	November 2022	COMPLETED BY:	Peter Gell

ATTRIBUTES	ESSENTIAL CRITERIA	DESIRABLE CRITERIA
KNOWLEDGE	<ul style="list-style-type: none"> • Good knowledge and awareness of services operating within the Department and their roles and responsibilities • A good knowledge of legislation relating to Private sector housing, and wider housing standards, environmental protection, drainage, and fire safety applicable to properties. • Sound knowledge of building construction and techniques. • An understanding of general and current local authority and housing issues and of the health impacts of poor housing on the population. • Knowledge and understanding of the law with regards to legal evidence gathering. • A working knowledge and practical experience of HMO's, fire and safety standards and licensing requirements 	<ul style="list-style-type: none"> • Knowledge and understanding of the decision-making process within a Local Authority setting. • Working knowledge of Northgate M3 • Knowledge of Environmental Enforcement Legislation

	<ul style="list-style-type: none"> • Hold a minimum certificate of competency in Housing Health and Safety Rating System and be able to demonstrate a minimum of two years' experience of working in housing enforcement, housing licensing work. 	
SKILLS & ABILITIES	<ul style="list-style-type: none"> • Methodical, consistent and accurate recording of information and events, including numerical calculations into a database system and manual calculations • Ability to work on a number of varied projects simultaneously and respond quickly to changing priorities under pressure • Competent and trained in risk assessment using HHSRS • Excellent customer service skills and the ability to explain complex legislation to members of the public • Excellent interpersonal skills/ communication skills both verbal and written, including the ability to negotiate and mediate between various parties • Ability to make accurate visual inspections/surveys and generate reports on findings in simple language • Ability to prioritise and manage own workload • Ability to deliver projects within deadlines • Ability to work and contribute as a team member and constructively take part in meetings • Highly motivated with an ability to work proactively, acting on own initiative. • Ability to build effective and productive working relationships with people at all levels internally and externally • Ability to think laterally, to develop creative and innovative solutions. • Ability to resolve conflict in a professional manner. 	
EXPERIENCE	<ul style="list-style-type: none"> • Proven experience of environmental health housing or other regulatory work • Working knowledge of HHSRS risk assessments • Proven track record of successful 	<ul style="list-style-type: none"> • Experience of using bespoke enforcement databases relevant to the role

	<p>achievement of targets</p> <ul style="list-style-type: none"> ● Experience of planning enforcement activity to meet legal and stakeholder requirements ● Experience of Microsoft Office systems, including Word, Outlook, Excel, PowerPoint, E-mail and the Internet ● Experience of word processing ● Experience of successful partnership working, and relationship management. ● Experience of collecting evidence and compiling prosecution reports 	
QUALIFICATIONS	<ul style="list-style-type: none"> ● 3 A Levels Grade A-C or equivalent qualification ● Degree in environmental health, housing, building discipline or other regulatory discipline, or an equivalent qualification ● Certificate of competency under Housing Health and Safety Rating System 	
PERSONAL CIRCUMSTANCES	<ul style="list-style-type: none"> ● Clean Driving Licence ● A suitable insured vehicle available for use at work ● Willing and able to work evenings and weekends when reasonably required 	
EQUALITY	<ul style="list-style-type: none"> ● Candidates must demonstrate understanding of, acceptance and commitment to the principals underlying equal opportunities 	
CUSTOMER CARE	<ul style="list-style-type: none"> ● Knowledge and understanding of effective customer care 	

[At the end of each criteria the following codes are used to indicate how the criteria will be assessed: (AI) Application / Interview, (P) Presentation, (W) Written Test.]