

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 and any associated regulations and policy relevant to the service areas including enforcement and national trends and issues.</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> <p>Knowledge and understanding of investigative techniques and the law of evidence including legal and court procedures.</p> <p>Knowledge and understanding of the Police and Criminal Evidence Act as it relates to the collection of effective evidence.</p> <p>Understanding of Renters Rights Act and developing policy in the private rented sector.</p>	<p>Application/Interview</p>

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>Practical experience of working in an environmental health or housing environment.</p> <p>Experience managing a caseload and prioritising work to meet performance targets and service objectives.</p> <p>Experience working directly with tenants, landlords, agents or property owners, providing advice and guidance.</p> <p>Experience preparing reports, maintaining accurate records and case documentation.</p> <p>Experience working collaboratively with partner agencies or internal service areas.</p> <p>Experience interpreting legislation and applying it in a regulatory or advisory capacity.</p>	<p>Experience of private sector housing issues within a Local Authority.</p> <p>Experience of carrying out investigative work, taking enforcement action and giving evidence in court, tribunal or of similar environment.</p> <p>Experience of report writing and presentations to committee.</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> <p>Experience of interviewing alleged offenders in accordance with the codes of practice of the Police and Criminal Evidence Act</p> <p>Experience of using computer databases such as Civica Flare, and Microsoft packages such as power point, excel, word and outlook.</p> <p>Experience of camping and caravan site licensing</p> <p>Experience of the inspection and licensing of houses of multiple</p>	<p>Application/Interview</p>

	<p>occupation.</p> <p>Experience of issuing financial penalties.</p> <p>Experience of the service of notices and orders under a variety of Housing and public health regulations.</p> <p>Experience of dealing with illegal eviction/harassment.</p>	
Skills and competencies		
<p>Excellent team working and written and verbal communication skills.</p> <p>Good administrative and organisational Skills.</p> <p>Ability to work well under pressure and meet deadlines both as an individual and as a Team member.</p> <p>Ability to carry out inspections and investigations, interpret findings and determine appropriate actions.</p> <p>Good listening skills and to be able to provide information and advice to businesses and consumers, clearly and sensitively, both verbally and in writing.</p> <p>Ability to deal confidently with a wide range of people and establish sound working relationships with businesses, the public, internal and external stakeholders, Elected Members, senior managers and colleagues</p> <p>Influencing, persuading and negotiation skills.</p> <p>Competent in the use of IT packages.</p>	<p>Skill in partnership working and multi-agency inspections.</p> <p>Have a positive attitude towards the delivery of quality services and contribute to the development of services</p> <p>Able to receive and record information accurately and write reports, including prosecution reports in a way that is concise and easily understood, following complaints, investigations or projects.</p> <p>Able to produce detailed notes, calculations, plans, and digital images of properties inspected, and keep appropriate records.</p> <p>Determine and take the most appropriate informal or formal action to ensure hazards are removed or reduced, in accordance with relevant policies, and legislation including preparing and serving statutory notices.</p>	<p>Application/Interview</p>

	<p>Monitor work to ensure that hazards are removed or reduced to an acceptable level.</p> <p>Take default action where necessary, including obtaining quotes, checking works, and liaising with other relevant departments.</p> <p>Prepare cases for issue of caution, civil penalty, prosecution, and appeals, and to give evidence at court and the First-tier Tribunal (Property Chamber) where necessary.</p> <p>Give advice and information to landlords, managing agents, tenants, contractors, and other interested parties on legislation and other issues relating to private sector housing.</p>	
Physical, mental and emotional demands		
<p>The ability to work with interruption, balancing a number of different priorities and conflicting demands.</p> <p>Able to work evenings, weekends and bank holidays.</p>	<p>Experience of lone working and following procedures to keep using initiative to resolve conflict and maintain a safe working environment.</p>	<p>Application/Interview</p>

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.