

# EMPLOYEE

# SPECIFICATION

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| **Dept:** | Development & Housing | | **Section:** | Private Sector Housing |
| **Post No:** DEPH02005 | | **Designation:** (Senior) Housing Standards Officer | | **Grade:** 8 to 10  subject to Career Grade Scheme |

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| **Qualification:** | | |
| (E)  (E)  (D) | | National Qualifications Framework Level 2 qualifications in English and Maths (GCSE grade A\* to C or equivalent).  Educated to National Qualifications Framework Level 3 or above (GCSE A - Level or equivalent).  Technical building qualification at National Qualifications Framework Level 4 (HNC or equivalent), or HNC/BTEC in Environmental Health (Housing), or an equivalent comparable, or higher, qualification relevant to housing standards work. |
| **Knowledge/Skills/Abilities:** | | |
| (D)  (E)  (E)  (E)  (E)  (E)  (E)  (D)  (D) | | Comprehensive knowledge of house building construction practice and understanding of the defects in buildings of all ages and the remedies that can be applied.  Ability to communicate technical information to customers, colleagues and other agencies both verbally and in writing.  Ability to organise, prioritise and manage own workload.  Ability to build and maintain relationships and to work as part of a team.    Ability to deal with disagreeable and unpleasant behaviour from members of the public and to work in unpleasant environmental conditions (i.e. some houses visited).  Ability to use Microsoft Office computer software (Word, Excel, etc.) or equivalent.  Commitment to own professional development.  Knowledge of the legal framework affecting private sector housing, in particular the Housing Health and Safety Rating System, houses in multiple occupation, HMO licensing and statutory nuisance.  Ability to communicate verbally in one or more of the following languages: Urdu,  Gujarati, Bengali, Punjabi. |
| **Experience:** | | |
| (D)  (D)  (D)  (E) | | Experience in private sector housing standards enforcement, particularly in respect of disrepair, statutory nuisance and HMOs.  Technical building experience.  Experience of regulatory enforcement work within a local authority environmental health/housing service or similar organisation. This should include service of a range of enforcement notices and use of fixed penalties.  Experience of providing a service to the public. |
| **Special Requirement:** | | |
| (E)  (E) | Full, clean driving licence.  A flexible approach to working arrangements as duties will require occasional out of hours working, for which reasonable advance notice will be given except in emergencies. | |
| NB E Essential  D Desirable  Date Produced: February 2025 | | |