

## EMPLOYEE SPECIFICATION

<b>Dept :</b> Development and Housing	<b>Section :</b> Housing Grants	
<b>Post No:</b> DEPH03003	<b>Designation :</b> <b>Disabled Adaptations Surveyor</b>	<b>Grade : 9</b>

### Qualification:

- E National Qualifications Framework Level 2 qualifications in English and Maths (GCSE grade A\* to C or equivalent).
- E Technical building qualification at National Qualifications Framework Level 4 (HNC or equivalent), or higher, which is relevant to building surveying, construction, etc, or HNC/BTEC in Environmental Health (Housing option).
- D Trusted Assessor Qualification

### Knowledge/Skills/Abilities:

- E Comprehensive knowledge of house building construction practice, current Building Regulations and understanding of the defects in buildings of all ages and the remedies that can be applied.
- E Ability to design spaces accessible to people with disabilities, especially bathrooms and bathing facilities
- E Ability to communicate technical information to customers, colleagues and other agencies both verbally and in writing.
- E Ability to organise, prioritise and manage own workload.
- E Ability to build and maintain relationships and to work as part of a team.
- E Ability to record details of inspections systematically and to produce schedules of work, plans and basic costings in relation to grant funded works
- E Ability to use Microsoft Office computer software (Word, Excel, etc.) or equivalent, and a computer drafting package, such as Autocad, or equivalent.
- E Commitment to own professional development.
- D Knowledge of the legal framework of Disabled Facilities Grants and the Housing Health and Safety Rating System.

D Ability to communicate verbally in one or more of the following languages: Urdu, Gujarati, Bengali, Punjabi.

**Experience:**

E Technical building experience

E Experience of providing a service to the public

D Experience of undertaking HHSRS assessments

D Experience of recording grant files on the CIVICA/APP application

D Recent experience of administering and delivering Disabled Facilities Grants

**Special Requirement:**

E Full driving licence with access to your own car

E 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  
A Advantageous

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