

PERSON SPECIFICATION

Housing Grants Officer – H45

Specification Type	Additional/changed requirements	E/D	Measure
Personal Skills	Ability to work alone and/or within a team	E	1,3
Personal Skills	Good planning, organisational and communication skills	E	1,3
Personal Skills	Ability to maintain clear and concise records	E	1,3
Personal Skills	Ability to make considered decisions	E	1,3
Personal Skills	Enthusiastic and self-motivated	E	3
Personal Skills	Good customer care skills	E	1,3
Experience	Work in housing or construction related discipline	E	1,3
Experience	Undertaking detailed housing inspections and preparing schedules of work	E	1,3
Experience	Checking construction work for defects	E	1,3
Experience	Use of computerised software systems, including word, excel, outlook	E	1,3
Experience	Costing of itemised schedules	D	1,3
Experience	Administration of housing grants	D	1,3
Attainments/ Qualifications	Level 3 qualification, Advanced Craft Certificate, or other relevant equivalent level qualification in construction	E	1,4
Attainments/ Qualifications	Housing Health and Safety Rating System Certificate of Competence	D	1,4
Knowledge	Housing construction and defects	E	1,3
Knowledge	Disabled Facilities Grants	D	1,3
Knowledge	Equalities and diversity	D	1,3
Knowledge	Building regulations	D	1,3
Special Requirements	Able to undertake site inspections	E	1,3

Car Allowance:

This post carries a designated car user status.

E/D:

Essential (E)
Desirable (D)

Measure:

1. Application form
2. Test after shortlisting
3. At interview
4. Documentary evidence
5. Other [please specify]