

PERSON SPECIFICATION

SENIOR MAINTANANCE OFFICER – T129

Specification Type	Additional/changed requirements	E/D	Measure
Qualifications & Training	A relevant qualification, for example recognised apprenticeship, City and Guilds	E	1, 3, 4
Qualifications & Training	Membership of Gas Safe, or evidence of competence required for membership	E	1, 3, 4
Qualifications & Training	Commitment to continuing personal development.	E	1, 3, 4
Qualifications & Training	Management qualification	D	1, 3
Knowledge & Experience	In-depth experience of the Gas Safety (Installation and Use) Regulations	E	1, 3
Knowledge & Experience	Experience of working with tenants and leaseholders	E	1, 3
Knowledge & Experience	Experience of working in a housing repairs team	E	1, 3
Knowledge & Experience	Experience of inspecting the quality of work, and providing feedback to operatives	E	1, 3
Knowledge & Experience	Experience of working collaboratively and effectively with internal and external stakeholders	E	1, 3
Knowledge & Experience	Experience of using a range of IT packages including Microsoft Office	E	1, 3
Knowledge & Experience	Understand of health and safety issues in relation to residential dwellings and social housing	E	1, 3
Knowledge & Experience	Understanding of and commitment to equal opportunity and diversity	E	1, 3
Knowledge & Experience	Knowledge of developing safe working systems for operatives	E	1, 3
Knowledge & Experience	Awareness of current and emerging good practice, in terms of both methods and products	E	1, 3
Knowledge & Experience	Experience of working in a local authority	E	1, 3
Skills & Abilities	Ability to manage a team of operatives	E	1, 3
Skills & Abilities	Commitment to achieving continual service improvement and improved outcomes for customers	E	1, 3
Skills & Abilities	Flexible approach to meet the needs of a demanding service	E	1, 3
Skills & Abilities	Excellent interpersonal skills, including influencing, negotiating and diplomacy	E	1, 3
Skills & Abilities	Good verbal and written communication skills	E	1, 3
Skills & Abilities	Creative approach to problem solving	E	1, 3
Skills & Abilities	Excellent prioritising and time management skills	E	1, 3
Skills & Abilities	Ability to make considered decisions	E	1, 3

Specification Type	Additional/changed requirements	E/D	Measure
Skills & Abilities	Ability to build and maintain good relationships to secure cooperation with colleagues and partners, including contractors	E	1, 3
Skills & Abilities	Ability to challenge in a positive way, to address performance issues	E	1, 3
Other Requirements	Willingness to work out of office hours	E	1, 3
Other Requirements	Ability to attend emergencies out of hours	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]