



ADUR & WORTHING COUNCILS

Person Specification

Authority:	Adur & Worthing Councils
Directorate/Division:	Housing
Section:	Private Sector Housing
Post Title:	Private Sector Housing Officer
Post Number:	4210
Accountable to:	Private Sector Housing Manager
Management responsibility for:	N/A
Authority to liaise with:	Officers from other departments of the Council, other local authorities, external agencies.

Area	Requirements	
Qualifications	Essential	Desirable
	Technical qualification in building, construction, environmental health or housing related subject.	Degree, diploma or equivalent in Environmental Health or Housing related subject. Further Qualification in a relevant field. Certificate of Competence – Housing Health & Safety Rating System – Assessment & Enforcement.
Knowledge & Experience		
(e.g. Technical, Administrative, Managerial – use one or more categories as/where appropriate)	Experience and demonstrable competence in technical construction knowledge; carrying out surveys, drawing and interpreting technical drawings, schedules of work.	Technical competence and experience in current Local Government Private Sector Housing Duties. Experience in processing and implementing grants and grant applications.

Skills		
Communication/ relationship	<p>Internal: Ability to influence and communicate with people on all levels.</p> <p>Strong verbal communication skills and able to write cogent, grammatically correct and concise reports and correspondence.</p> <p>External: Ability to be diplomatic and have the interpersonal, literacy and linguistic skills necessary to interpret and advise on legal requirements in a variety of settings.</p>	Ability to write cogent, grammatically correct, concise and accurate draft-notices & schedules of work, setting out requirements for a variety of purposes.
Analytical/ judgmental	Ability to recommend appropriate course of action when assessing enforcement procedures.	Ability to assimilate and apply legislation to complex technical matters and provide appropriate advice on related compliance issues.
Planning/ organisational	<p>Ability to work on own initiative and take responsibility for own actions/decisions.</p> <p>Ability to ensure that records are maintained to monitor performance against Performance Indicators.</p> <p>Ability to manage own workload, to prioritise and respond to changing priorities.</p>	
IT	To be IT literate and with the ability to use Gmail, Microsoft Office, environmental health software and other specialist software, for the purpose of data input and retrieval.	

Physical	<p>Hold a current driving licence.</p> <p>Professional appearance when visiting clients and representing the Council at meetings etc.</p>	
Abilities		
Physical	Ability to carry out physical tasks such as climbing ladders, moving equipment and taking samples.	
Mental	Self reliant, with the ability to work on own initiative or as part of a team.	
Emotional	<p>Ability to handle conflict and cope with aggression from others.</p> <p>Ability to deal sympathetically, sensitively and empathetically with Customers, complainants, members of the public business proprietors, landlords and their advocates.</p> <p>Ability to be flexible & able to cope with a variety of tasks and to be assertive, tactful, calm under pressure / conflicting priorities.</p>	
Working conditions	Ability to carry out site visits including those to dilapidated and vacant properties, building sites, all parts of residential & commercial premises –Some out of hours working may be required.	
Other:		