

Person Specification

Regulation and Development Support Officer



Part A

The following criteria (experience, skills and qualifications) will be used to short-list at the application stage:

Essential

- Undertaking a relevant degree course or post graduate qualification
- Relevant training and experience to demonstrate competency in housing standards enforcement work and general environmental health nuisance investigations.
- A working knowledge of Housing Standards and other related legislation regarding ASB, Nuisance, HMO licensing, Selective licensing
- Good IT skills
- A commitment to equal opportunities in service delivery and employment
- Good oral and written communication skills
- Ability to prepare reports and responses as required
- Good organisational skills
- Able to work to tight deadlines
- Ability to work both within a team and autonomously

Desirable

- Certified competency in the Housing Health and Safety Rating System.

Part B

The following criteria will be further explored at the interview stage:

- Organisational skills
- Communication skills
- Approach to team working
- Knowledge of environmental health and housing enforcement
- Knowledge of relevant legislation
- Understanding of the Council's equalities policy and applying this in the workplace.
- Commitment to learning and development

Additional Requirements

The post may require occasional late night and early mornings