

Person Specification

Home Improvement Officer



Part A

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

Essential

- Project management aptitude with ability to negotiate the successful delivery of projects and manage a busy caseload
- Ability to work on own initiative to assist with the delivery of aids and adaptations and home repair loans
- Knowledge of building construction and the ability to carry out technical surveys, produce detailed specifications and assess fair cost of works
- Excellent organisational, negotiation skills and caseload management
- IT literate
- Demonstrable experience in the delivery of cross tenure housing related projects
- Experience of working in a multi-disciplinary project team
- Experience of working with professional partners and stakeholders

Desirable

- Knowledge of local government structures, process and issues
- Educated at HNC level or a professional qualification in a housing or construction related field
- Experience of testing financial resources
- Knowledge and understanding of legislation in relation to the provision of Disabled Facilities Grants
- HHSRS qualification

Part B

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

- Excellent written and oral communication skills
- Knowledge and understanding of housing improvement programmes
- Able to manage a number of capital projects
- Experience in project management, including monitoring and evaluation
- Project management aptitude with ability to negotiate the successful delivery of projects

Additional Requirements

- Able to work out of hours when necessary