

Person Specification

Regulatory Support Officer



Part A

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

- Relevant training or experience to demonstrate knowledge in housing standards enforcement work and general environmental health nuisance investigations.
- Evidence of 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
- Demonstrate good oral and written communication skills
- Ability to prepare reports and responses as required
- Good organisational skills
- Demonstrate an ability to work as part of a team

Part B

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

- Organisational skills
- Communication skills
- Approach to team working
- Awareness of environmental health and housing enforcement and legislation
- Evidence of team working
- Commitment to equalities in housing enforcement

Additional Requirements

The post may require occasional late night and early mornings