# **PERSON SPECIFICATION: Housing Officer – Private Rented Sector POST REFERENCE: 107661**

**HARTLEPOOL BOROUGH COUNCIL IS COMMITTED TO SAFEGUARDING AND PROMOTING THE WELFARE OF CHILDREN, YOUNG PEOPLE AND VULNERABLE ADULTS. IF THIS POST IS SUBJECT TO SAFER RECRUITMENT MEASURES THEN A DISCLOSURE AND BARRING SERVICE (DBS) CHECK WILL BE REQUIRED.**

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| REQUIREMENTS | ESSENTIAL CRITERIAPlease indicate in brackets after each criteria how this will be verified i.e. (F), (I), (T), (R)  | DESIRABLE CRITERIAPlease indicate in brackets after each criteria how this will be verified i.e. (F), (I), (T), (R) |
| * **Educational/vocational/ occupational qualifications and/or training**
* **Specific qualifications (or equivalents)**
 | GCSE grade C or equivalent in maths and EnglishGood academic background/aptitude for learning (F) | Degree or evidence of commitment to ongoing professional and personal development Relevant professional or management qualification |
| * **Work or other relevant experience**
 | Proven experience of working in housing or other related field Experience of partnership working Experience of writing reportsExperience of working with people vulnerable to homelessness and with complex/ multiple needsExperience of developing and delivering training packages. | Experience of setting up and maintaining monitoring systems. |
| **ESSENTIAL/DESIRABLE CRITERIA WILL BE VERIFIED BY: F = FORM I = INTERVIEW T = TEST(S) R = REFERENCE(S)** |

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| * **Skills, abilities, knowledge and competencies**
 | Good Verbal and written communication skills.Ability to work in a team and form productive and supportive professional relationshipsDemonstrable knowledge and understanding of housing, homelessness and related legislation - e.g. Housing Act, Homelessness Reduction Act 2018 (F,I,T)IT skills (F,I) | tieodeoKnowledge/experience of; (F,I)• Risk assessments• Youth Justice legislation e.g. Crime and Disorder Act • Childcare legislation e.g. Children’s Act• Working with young/community justice system• Working with parents/carers • Developing accommodation related policies /proceduresMediation and negotiation skills (F,I) |
| * + **General competencies**
 | Capable of independent travelCommitment to Equal Opportunities; valuing diversityAbility to work on own initiativeAbility to prioritise own workload and those of staff allocated to project to meet deadlines and achieve outcomes.Confidence to work with internal and external contact |  |
|  **ESSENTIAL / DESIRABLE CRITERIA WILL BE VERIFIED BY: F = FORM I = INTERVIEW T = TEST(S) R = REFERENCE(S)** |

**On-going Training Requirements**

The post holder will be required to undertake the following mandatory/essential training at the frequency indicated.

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| **Mandatory/Essential Training** | **Frequency** |
| Safeguarding Adults and ChildrenInformation Governance EPR | Three yearly Three yearly Three yearly  |

Please note all appointments within Hartlepool Borough Council are subject to a declaration of medical fitness by the Council’s Occupational Health Service (having made reasonable adjustments in line with the Equality Act (2010) where necessary.