# **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 CRITERIA Please indicate in brackets after each criteria how this will be verified i.e. (F), (I), (T), (R) | DESIRABLE CRITERIA Please 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 English  Good 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 reports  Experience of working with people vulnerable to homelessness and with complex/ multiple needs  Experience 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 relationships  Demonstrable knowledge and understanding of housing, homelessness and related legislation - e.g. Housing Act, Homelessness Reduction Act 2018 (F,I,T)  IT skills (F,I) | tieodeo  Knowledge/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 /procedures  Mediation and negotiation skills (F,I) | |
| * + **General competencies** | Capable of independent travel  Commitment to Equal Opportunities; valuing diversity  Ability to work on own initiative  Ability 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 |  | |
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**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 Children  Information 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.