Rochdale Borough Council
Person Specification

Service :	**Economy & Place**	**Post:**	**Housing Standards Officer**
Section :	**Strategic Housing Service (Property)**	**Post Number :**	
Job Ref:		**Grade:**	**Grade 6: Permanent**

Note to Applicants:
The *Essential Criteria* are the qualifications, experience, skills or knowledge you MUST SHOW YOU HAVE to be considered for the job.
The *How Identified* column shows how the Council will obtain the necessary information about you.
If the *How Identified* column says the **Application Form** next to an *Essential Criteria* you MUST include in your application enough information to show **how** you meet this criteria. You should include examples from your paid or voluntary work.
The Council is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects staff to share this commitment.

	Essential criteria	How Identified: AF Application Form I Interview A Assessment
(a)	**Special Working Conditions**	
1	Attendance at evening or weekend meetings, as directed, will be expected for which compensatory leave will be given in accordance with the local scheme.	AFI
2	Willingness to undertake and participate in training and development activity	AFI
3	Please confirm you are willing and able to travel in the course of your duties for which appropriate allowances will be paid.	AFI
(b)	**Qualifications and Experience**	
4	Experience of working in a private rented sector housing/housing standards/strategic housing or relevant role	AF
5	Approved HHSRS Surveyor or willing to work towards the qualification.	AF
6	Experience of developing and maintaining effective administrative procedures within a service, including telephone, filing, processing documentation	AF
7	Experience of interpreting schedules of work	AF
8	Experience of working with a range of professionals from different settings	AF
9	Experience of developing and maintaining effective administrative procedures within a service, including telephone, filing, processing documentation	AFI
10	Experience of using computer and information systems i.e. Word, Excel, PowerPoint, Email and the internet.	AFI/A
11	Please provide details of your experience of corporate policies regarding data protection, safeguarding, Freedom of Information requests, and Councillor enquiries.	AFI
12	Experience of prioritising workload to meet pre-determined deadlines	AFI
13	Experience of maintaining financial records	AFI
(c)	**Skills and Knowledge**	

14	Knowledge of the statutory functions and powers of the Local Housing Authority	AFI/A
15	A standard of literacy and numeracy capable of analysing own research and producing reports and spreadsheets based on that information.	AFI/A
16	Ability to work accurately and effectively under pressure and maintain confidentiality	AFI/A
17	Ability to prioritise workload, meet deadlines and demonstrate time management skills	AF
18	Ability to be proactive and work on own initiative with limited supervision	AFI
19	Ability to process documentation related to the post with attention to detail, good presentation and layout skills	AFI
21	Excellent keyboard skills with a working knowledge of Word and Excel packages and PowerPoint	AFI
22	Excellent communication and customer care skills including written, telephone and verbal.	AFI
23	Ability to deal appropriately with complex and sensitive issues	AFI
(d)	**Behaviours and Values**	
24	Approach the job at all times using our corporate values • Proud of the difference we make • Passionate about the diversities of the Borough • Pioneering and Open in our Approach. Please confirm you are willing to adhere to these values and behaviours.	AFI