



Person Specification

Note To Applicants

The points that are marked 'E' are the essential requirements. You should pay particular attention to these points and provide evidence of meeting them. Failure to do so may mean that you will not be invited for interview.

The points that are marked 'D' are the desirable requirements that enhance a person's capacity to do the job.

Job Title	Senior Private Sector Housing Officer
Grade	8
Directorate	Place
Service	Public Protection & Prevention

Criteria

Experience		
House condition surveys, preparation of Schedules of Works.	A/I	E
Knowledge of housing related law.	A/I/T/P	E
Post qualification experience of house inspections, preparation of notices and enforcing relevant legislation, including HMOs.	A/I/T	D
Preparation of grant / loan schedules and reports.	A/I	D
Processing and calculation of grants / loans.	A/I	D
Preparation of reports and other documentation.	T	E
Analysis of surveys and other statistical information.	I	D
Computer skills, particularly in Microsoft Word and Excel.	A/I	D

Skills and Abilities		
Numeracy, e.g. grant calculations.	A/I	E
Effective communication skills – verbal and written.	A/I	E
Ability to organise own workload.	A/I	E
Negotiating skills.	A/I	E
Presentation skills.	A/I/P	E
Ability to undertake a full inspection of all types of dwellings.	A/I	E

Other Requirements		
Clean driving licence.	A/I	E
Physically mobile and able to undertake inspections in homes and on construction sites.	I	E
Ability to work as part of a team.	A/I	E
Ability to work under pressure.	A/I	E
Flexible approach to work.	A/I	E

Education, Qualifications and Knowledge		
Degree or Diploma in Environmental Health.	A/I	E
Corporate member of the CIEH, including APC, where appropriate.	A/I	D

Commitment To Equal Opportunities		
Ability to understand and demonstrate commitment to equality and diversity within the context of the relevant service.	A/I	E

Commitment To Service Delivery / Customer Care		
Committed to providing an excellent customer experience and embedding customer focus in all aspects of service delivery.	A/I	E

Climate and Sustainability

Holds a Carbon Literacy Certificate (or related qualification), or willing to undertake Carbon Literacy related training, in support of the council's climate and sustainability objectives.

A/I

E

Methods of Assessment Key

A Application Form

I Interview

C Certificate

T Test

P Presentation

AC Assessment Centre

Review Arrangements

The details contained in this person specification reflect the experience, skills, abilities, qualifications etc required of the jobholder. It is acknowledged that these may change over time. Consequently, the Council may revise this person specification from time to time and will consult with the post holder at the appropriate time.

Prepared / Revised By

Jo Higson

Role

Team Manager Housing Standards

Date

6 February 2026

**Signature of Role Holder
(following appointment)****Date Signed**