

Person Specification

Housing Project Assistant



Part A

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

Essential

- Track record of providing 'right first time' housing advice and guidance to customers and internal Council departments and external agencies.
- Knowledge of and ability to interpret current private sector housing legislation and housing related policies and issues.
- Experience of working in a busy environment whilst keeping a people-centred approach
- Ability to work as part of a team and autonomously
- Experience of carrying out property inspections to ensure compliance with set standards
- Excellent organisational skills and caseload management skills
- Excellent communication and negotiation skills

Desirable

- Member of the Chartered Institute of Housing or similar professional qualification
- Housing Health and Safety Rating System qualification

Part B

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

- Approach to providing 'right first time' housing advice and guidance to customers and internal Council departments and external agencies.
- Knowledge of and ability to interpret current private sector housing legislation and housing related policies and issues.
- Communication skills
- Approach to organisational skills
- Approach to negotiation

Additional Requirements

- Able to attend early morning and late evening meetings when necessary
- A clean and current driving license