

BRECKLAND COUNCIL

PERSON SPECIFICATION

POST TITLE: Technical Officer (Private Sector Housing)

POST NO. PN328

ATTRIBUTES	ESSENTIAL QUALITIES	DESIRABLE QUALITIES
EXPERIENCE	Recent proven experience of working in a construction, housing or licencing related profession.	Experience of enforcement. .
QUALIFICATIONS	Specialist qualification in a housing related subject. Minimum HND/HNC or equivalent. Or Specialist qualification in licencing administration	Other relevant qualifications
KNOWLEDGE	Knowledge of statutory responsibilities in relation to relevant service area Specialist technical knowledge	Understanding of computer applications including Windows Knowledge of the Civica APP database Knowledge of PACE
SKILLS	Good communication skills Good time management skills Good investigative skills Good interpersonal skills Good decision making and problem solving skills Ability to carry out research	Computer literate
ATTITUDE/PERSONAL QUALITIES	Self motivated Common sense Mature attitude Tact and diplomacy Open minded Enthusiastic Team worker Flexibility Able to work to deadlines	
SPECIAL CIRCUMSTANCES	Commitment to Equal Opportunities Customer commitment Adaptability Flexible to demands of the post e.g. out of hours work; Able to deal with angry/aggressive people This post involves extensive travel within and outside the district, therefore it is essential to have a current, valid, driving licence or means of travel.	Innovative