

PERSON SPECIFICATION



Job Title: DFG & Housing Enforcement Officer
Service Area: Health and Wellbeing
Band 6

	Requirements	Essential	Desirable	Notes
1.	Qualifications	<ul style="list-style-type: none"> • Educated to GCSE level A' level standard/NVQ 3 and/or training and experience • City & Guilds Level 2/3 in a building related subject or equivalent 	<ul style="list-style-type: none"> • Relevant qualification in environmental health/relevant qualification & be EHRB registered • Relevant qualification in building surveying • membership of relevant professional body 	
2.	Experience	<ul style="list-style-type: none"> • Experience working in delivery of DFGs • Experience producing reports to demonstrate findings • Experience working on a project with a team on complex or sensitive projects • Experience providing specialist advice to other departments, colleagues and external clients 	<ul style="list-style-type: none"> • Experience of contributing to or development of policy • Experience working in an enforcement environment • Experience of project management. • Experience of using HHSRS 	

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	Requirements	Essential	Desirable	Notes
3.	Specialist Knowledge	<ul style="list-style-type: none"> • Knowledge & understanding of DFG system and its purpose • Knowledge of building construction & the general regulations that would be applicable. 	<ul style="list-style-type: none"> • Understanding of the Housing Act 2004 Parts 1-4 & the Grant and Regulatory provisions of the Housing Act 1985-1996 • Knowledge of housing renewal and enforcement • Knowledge of HHSRS • Understanding of Energy Efficiency Legislation 	
4.	Skills & Attributes	<ul style="list-style-type: none"> • Ability to undertake building surveys, inspections and make recommendations. • Strong commitment to achieve high standards • Solutions focused • Ability to communicate clearly and effectively with a variety of internal and external stakeholders, including contractors, Occupational Health Therapists and clients. • Well-developed inter-personal skills • Ability to represent the council at internal and external meetings • Resilient and adaptable • Ability to cope professionally with conflict and angry clients/landlords • Ability to prioritise and work under pressure • Professional approach • A team player • IT skills (familiarity with office) • Good record keeping practices • Ability to advise, guide and support colleagues 		