



Person Specification

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St. Helens Council

Job Title: Senior Technical Officer (HMO Standards)

Ref No:

Knowledge	E = Essential D = Desirable	Identified by
Detailed knowledge of building construction and dilapidation.	E	AF/I
An understanding of the local authority's role in enforcing housing standards.	E	AF/I
Working knowledge of the Housing Health and Safety Rating.	E	AF/I
Knowledge of relevant housing legislation.	E	AF/I
Skills and Abilities	E = Essential D = Desirable	Identified by
Ability to liaise effectively with clients, contractors and a range of partner agencies.	E	AF/I
Ability to work effectively as part of a team and to work on own initiative.	E	AF/I
Possess good communication skills, written and verbal.	E	AF/I
Ability to use computerised systems to control and monitor service delivery.	E	AF/I
Ability to organise and manage own workload.	E	AF/I
Awareness of Health & Safety practices.	E	AF/I
Ability to deal with vulnerable client groups.	E	AF/I
Qualifications	E = Essential D = Desirable	Identified by
HNC / NVQ Level4 in Building Construction or equivalent.	E	AF/C
HHSRS Certification.	E	AF/C
Experience	E = Essential D = Desirable	Identified by
Experience of preparing specifications and drawings.	E	AF/I
Experience of working with members of the public both face to face and on the telephone.	E	AF/I
Experience of working with vulnerable householders and communities	D	AF/I
Working experience of housing renewal issues including property maintenance.	E	AF/I
Working experience of enforcement of housing standards including multi-occupied properties.	E	AF/I
Special Attributes required of the Candidate	E = Essential D = Desirable	Identified by
Current Driving Licence	E	AF/C

Key – AF = Application Form

I = Interview

C = Certificate



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