**PERSON SPECIFICATION**

**POST: SAFETY AND COMPLIANCE OFFICER**

The Person Specification describes the “ideal person” to fill the post and is a profile of the personal skills and attributes that will be looked for in the recruitment and selection process.

The following is a list of attributes which are either essential or desirable for this job.

|  |  |  |
| --- | --- | --- |
|  | **Essential** | **Desirable** |
| **QUALIFICATIONS/OTHER REQUIREMENTS** | | |
| • A technical qualification e.g. HND/HNC in Building. |  | √ |
| • A clean driving licence and use of a car. | √ |  |
| **SKILLS** | | |
| • Working knowledge of computerised maintenance system including mobile technology. |  | √ |
| • Excellent communication skills, both written and oral. | √ |  |
| • Able to work on own initiative and to contribute to an effective team. | √ |  |
| • Efficient and effective organisational skills. | √ |  |
| • Efficient and effective administrative skills. | √ |  |
| **PERSONAL ATTRIBUTES** | | |
| • Professional and courteous manner. | √ |  |
| • Positive approach to problem solving. | √ |  |
| **EXPERIENCE** | | |
| • Planned Maintenance specification and supervision. | √ |  |
| • Sound working knowledge of current building regulations, safety legislation, gas regulations and maintenance contracts, traditional building construction, procurement and sustainability issues. | √ |  |
| • Previous experience of a range of building work and property maintenance. |  | √ |
| • Previous Housing Association experience. |  | √ |
| • Experience of establishing and maintaining good working relationships with contractors, tenants, customers and colleagues. | √ |  |
| • Experience of dealing with the public. |  | √ |