

## Person Specification

<b>Job Title</b>	Housing Procurement Officer
<b>Grade</b>	SO2
<b>Service/Section</b>	Housing Procurement
<b>Directorate</b>	Housing and Safer Communities

**Method of Assessment:** AF= Application Form, T = Test, P = Presentation, I = Interview

**Shortlisting Criteria:** Essential criteria assessed via application form should be used to shortlist.

Criteria	Method of Assessment	Essential/Desirable
<b>Knowledge</b>		
Comprehensive knowledge of housing and homelessness legislation and the local authority role in preventing homelessness and discharging duty into the private rented sector, including allocation of a suitable property which meets the needs of the client.	AF/I	E
Working knowledge of welfare benefits and Housing in the Private Sector.	AF	D
<b>Skills and Abilities</b>		
Ability to use various IT packages competently. Ability to record accurate information using IT systems. Ability to retrieve information from networks and IT systems to check client and property suitability	AF	D
Proven ability to effectively prioritise own workload to achieve individual and service performance targets. Ability to work independently when meeting clients, landlords and agents. Ability to carry out property inspections in person and online. Ability to accurately write viewing reports. Ability to travel within and outside the borough using own transport or public transport.	AF/I	E
Excellent communication and negotiating skills. The ability to promote the Housing Procurement Service either by cold calling or conducting presentations to landlords and agents. Ability to communicate effectively with customers and provide clear advice in spoken English. Ability to write clear and concise letters. Ability to use translation and interpreting services.	AF/I/P	E

<b>Experience</b>		
<p>Experience of working in a customer focused environment. A strong understanding and commitment to provide excellent customer care to all, and ability to respond appropriately to customers including people who are distressed and/or with challenging behaviour.</p>	AF/I	E
<p>Experience of conducting property inspections with regard to the relevant health and safety legislation, HHSRS legislation, HMO Licencing, planning regulations and building control. Experience of checking documents and reports.</p>	I	D
<p>Experience of independently sourcing leads and cold calling. Proven ability to negotiate best value in order to acquire goods or services whilst adhering to quality standards.</p>	AF/I/T	E
<b>Equal Opportunities</b>		
<p>Understanding of and commitment to the Council's equal opportunities policies and ability to put into practice in the context of this post.</p>	AF/I	E
<b>Managers/Supervisors only</b>		
<p>(see <a href="#">management standards</a> guidance for full descriptions)</p> <ul style="list-style-type: none"> <li>• Leadership levels I, II or III</li> <li>• Communication levels I, II or III</li> <li>• Performance Management levels I, II or III</li> </ul>		