

NEIGHBOURHOODS (Strategic Housing)

Person Specification

Technical Officer (Disabled Facilities Grants)

Post number: 2275

Post grade: Local Scale 13/12 (incl. grades 30a, 30b, 30c)

| ATTRIBUTES | ESSENTIAL | DESIRABLE | HOW IDENTIFIED |
|---------------------------------|--|---|--|
| KNOWLEDGE AND EXPERIENCE | <p>Knowledge and experience of administering housing grants.</p> <p>Knowledge and experience of housing adaptations.</p> <p>Previous experience of working with Social Services Occupational Therapists.</p> <p>Relevant technical experience for surveying/assessing building conditions.</p> <p>Awareness of Buildings Regulations and CDM provisions.</p> | <p>Minimum of 2 years experience of administering grants.</p> <p>Experience of overseeing the applications for and delivery of Disabled Facilities grants.</p> <p>Knowledge and experience of design software such TurboCad, AutoCad.</p> | <p>Application form</p> <p>Interview</p> |
| COMPETENCIES | <p>Ability to manage small construction projects, including co-ordination of contractors and designers.</p> <p>Proven ability to support applicants to act as client in delivery of DFG works.</p> <p>Ability to work effectively with multiple parties, ranging from</p> | | <p>Application form</p> <p>Interview</p> |

| | | | |
|-----------------------------------|---|---|---|
| | client, Occupational Therapy and contractors. | | |
| QUALIFICATIONS | HND/ Degree or equivalent demonstrable experience in building or surveying or design related subject. Able to demonstrate a high level of literacy, numeracy and accuracy through educational attainment | | Application form Certificates |
| IT SKILLS | IT competent Experience of MS Office Suite Familiar with e-mail and electronic diary systems | Experience using Uniform/IDOX and document scanning software Experience of electronic delivery of grants | Application form Interview |
| PERSONAL CHARACTERISTICS | Able to manage own workload and operate without supervision Flexible Enthusiastic Good time-keeper and time manager Reliable Good communication and negotiation skills | | Interview |
| SPECIAL WORKING CONDITIONS | Full driving licence Own transport | | Application form Licence documentation |

*Reasonable adjustments will be made in line with the Equality Act 2010

Approved Donna Dwyer

Strategic Housing Manager

26th July 2023