

OFFICIAL
NEIGHBOURHOODS

Person Specification

Technical Officer

Post number : TBC	Post grade: Local Scale 14/12		
ATTRIBUTES	ESSENTIAL	DESIRABLE	HOW IDENTIFIED
EXPERIENCE & KNOWLEDGE	<p>Working knowledge of the Protection from Eviction Act 1977, Housing Act 1988, Landlord and Tenant Act 1985 and Housing Act 2004.</p> <p>Awareness of the Renters Rights Act 2025.</p> <p>One year's recent and relevant experience in dealing with illegal eviction, harassment or housing matters.</p>	<p>Recent and relevant experience in dealing with illegal eviction, harassment, or housing matters.</p> <p>Relevant experience and qualifications in investigatory practice, preparing prosecution files and attending court/tribunals</p> <p>Understanding of wider environmental health law and practice</p>	<p>Application form</p> <p>Interview</p>
QUALIFICATIONS	<p>A – C Maths and English GCSE, Level 2 literacy and numeracy (or equivalents) or recent and relevant experience that demonstrates proficiency in English and Maths.</p> <p>HNC/HND or equivalent in Environmental Health, Housing, or tenancy relations or two years recent and relevant experience in a Housing or environmental health or tenancy relations service. Relevant technical qualifications for surveying/assessing building conditions</p>	<p>Relevant attendance to a recognised training course for the Housing, Health and Safety Rating System (HHSRS) and obtained Certification to show competency to assess under this system – for example the Chartered Institute of Environmental Health's HHSRS Practitioners Course (2 day with assessment and certificate).</p>	<p>Application form</p> <p>Certificates</p>

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IT SKILLS	Competent user of IT, particularly Microsoft Office	Experience using Uniform/IDOX and document scanning software	Application form Interview
PERSONAL CHARACTERISTICS	<p>Ability to work as part of a team</p> <p>Ability to operate with minimal supervision</p> <p>Excellent written and oral communication skills</p> <p>High level of attention to detail and accuracy</p> <p>Proactive and committed to continued service and personal development</p> <p>Ability to adapt and proactively organise and prioritise work effectively in order to meet deadlines and maintain high standards at all times</p>		Interview
SPECIAL WORKING CONDITIONS	<p>Full driving licence</p> <p>Own transport</p>		Application form Licence documentation

PREPARED BY: Geoff Carpenter

DESIGNATION: Assistant Director for Public Protection

DATE: 11 February 2026