

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 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.</p> <p>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 Certificates</p>

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

PREPARED BY: Geoff Carpenter

DESIGNATION: Assistant Director for Public Protection

DATE: 11 February 2026