

CARE & REPAIR (NORTH EAST WALES) LTD

PERSON SPECIFICATION: TECHNICAL OFFICER

	Education/Qualifications	Essential	Desirable
1	Educated to GCSE standard or equivalent in Maths and English.	✓	
2	Degree and/or HNC or equivalent level in a relevant technical/building related discipline.		✓
3	Member of the RICS		✓
	Knowledge & Experience		
4	A reasonable level of experience in a building related discipline.	✓	
5	Experience of carrying out property surveys and producing reports.	✓	
6	Experience of diagnosing repairs and producing technical specifications, schedules of work and minor works contracts suitable for estimating and tendering purposes.	✓	
7	Ability to liaise with external agencies, consultants, contractors and partners.	✓	
8	Experience of planning and prioritising effectively in order to achieve target and meet deadlines.	✓	
9	Computer literate to include Word, Excel, PowerPoint, databases and technical drawing software (e.g. AutoCAD).	✓	
10	Knowledge of the Welsh Housing Quality Standards and the processes involved in meeting the requirements.		✓
11	Understanding of the housing needs of older and/or vulnerable people who may have a learning and/or physical disability or other complex needs.		✓
12	Knowledge of Local Authority grants systems.		✓
13	Knowledge of Health & Safety and CDM regulations.	✓	
	Communication		
14	Ability to communicate effectively at all levels.	✓	
15	Ability to speak Welsh		✓

Personal Qualities			
16	A confident and effective decision maker.	✓	
17	A commitment to high quality client focused services and best practice.	✓	
18	Physically fit with the ability to work at heights and undertake inspections to lofts/roofs and various other building components as necessary.	✓	
19	Ability to organise and prioritise workload and meet deadlines.	✓	
20	Ability to work on own initiative.	✓	
21	Ability to work effectively as part of a team.	✓	
22	Ability to work under pressure.	✓	
23	Ability to deal with challenging situations with tact and diplomacy.	✓	
24	Flexible and adaptable approach to work tasks and colleagues..	✓	
General			
25	Hold a full current driving licence and have access to a vehicle.	✓	
26	Strong commitment to equality of opportunity.	✓	
27	Ability to work outside normal office hours and have the capacity to work away from home for short periods as service delivery demands.	✓	