**EXETER CITY COUNCIL**

**Person Specification**

**JOB TITLE :** Database Officer

**GRADE :** F **POST NO :** 3453

**SERVICE :** Housing

**UNIT :** Housing Assets

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| **SELECTION CRITERIA** | **ESSENTIAL**  **✓** | **DESIRABLE**  **✓** | **CATEGORY** |
| **QUALIFICATIONS**  Educated to GCSE level in five subjects including English and Maths or equivalent expertise  NVQ in relevant area (at level 2) in a relevant subject (I.T. or Customer care) | **✓** | **✓** | A, C  A C |
| **EXPERIENCE/KNOWLEDGE SKILLS**  Some Knowledge of building construction and the principles of stock condition surveying,  Knowledge and understanding of the Decent Homes Standard and its application  Some knowledge of Building Regulations and British Standards and the Housing Health and Safety Rating System (HHSRS)  Understanding of the principles of energy surveys and SAP ratings.  Proven experience in maintaining and providing reports based on data relating to stock condition surveys and energy data.  Understanding of the principles of delivering a planned maintenance programmes / reactive repairs, energy efficiency & risk assessments  Extensive experience of recording data, including performance and customer satisfaction  Broad experience of using computer based-systems, including all Microsoft software, asset management software and hand held devices and any other relevant software.  Understanding and commitment to the principles of equality and diversity and their application to the housing service.  Ability to analyse and interpret written and electronic data and assist in forward planning major work programmes for long term planning of assets  Good written and verbal communication skills with the ability to communicate effectively and appropriately to a variety of audiences    The ability to solve problems, manage a heavy workload with a commitment to learn new skills | **✓**  **✓**  **✓**  **✓**  **✓**  **✓**  **✓**  **✓** | **✓**  **✓**  **✓**  **✓** | A,I,T  A, I  A,I,T  A, I  A, I  A, I  A, I  A, I  A, I  A, I  A, I  A,I |
| **SPECIAL REQUIREMENTS/ATTITUDE**  To use initiative and team work to provide good customer service.  A positive and flexible “can do” attitude | **✓**    **✓** |  | A, I  A, I |
| **OTHER** |  |  |  |

**COMPLETED BY:** Planned Repairs Lead – Housing Assets

**DATE:** October 2018