**EXETER CITY COUNCIL**

**Person Specification**

**JOB TITLE :** Compliance Technical Officer, Quality

**GRADE :** G

**POST NO :** 4280

**SERVICE :** Housing

**UNIT :** Housing Assets

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| **SELECTION CRITERIA** | **ESSENTIAL****✓** | **DESIRABLE****✓** | **CATEGORY** |
| **QUALIFICATIONS**A qualification in a recognised relevant discipline (for example surveying, construction or housing and maintenance); e.g. HNC or proven equivalent expertiseNEBOSH National Certificate or equivalentIEMA EMS ImplementationCQI PT202 Managing Process Performance or equivalentAuditor qualification in any of the above fieldsMemberships:CQI Practitioner or greater (or working toward)IOSH or IIRSM Associate or greaterIEMA Affiliate or greater |   **✓**    **✓**   |   **✓**    **✓**    **✓**    **✓**    **✓**    **✓**   | A, CA, CA, CA, CA, CA, CA, C |
| **EXPERIENCE/KNOWLEDGE SKILLS**Knowledge of building defectsKnowledge of the Decent Homes StandardKnowledge of safety inspection requirements within the social housing sectorExperience of recording performance and customer satisfaction Understanding of Building Regulations and British StandardsFamiliarity and knowledge of current legislation relating to the provision of a programmed works service including Health & Safety (for example HHSRS, asbestos, CDM regulations).Understanding of ISO14001:2015 or equivalent standards for environmental management systemsUnderstanding of ISO45001:2018 or equivalent standards for occupational health and safety management systemsKnowledge of ISO9001:2015 or equivalent standards for quality management systemsUnderstanding of KPIs and ability to assess and verify data is factual.Understanding and commitment to the principles of equality and diversity and their application to the housing service. Ability to communicate effectively and appropriately to a variety of audiences including the production of analytical reportsAbility to coordinate contractors across a range of disciplinesUnderstanding and / or the ability to learn ECC procurement processes, contract management and administrationAbility to analyse and interpret written and electronic dataAbility to understand, analyse and audit and internal systems and appraise external systemsAbility to interpret regulatory changes and suggest sensible solutionsAbility to recognise and respond to critical H&S failings and assist with emergency situationsAble to work with minimal supervisionExperience of or ability to learn ECC and external IT systemsExcellent Excel, Word and PowerPoint skillsExcellent written and verbal communication skills |   **✓**    **✓**    **✓**    **✓**    **✓**    **✓**    **✓**    **✓**    **✓**    **✓**    **✓**    **✓**    **✓**    **✓**    **✓**    **✓**    **✓**   |   **✓**    **✓**    **✓**    **✓**    **✓**   | A, IA, IA, IA, IA, IA, IA, IA, IA, IA, IA, IA, IA, IA, IA, IA, IA, IA, IA, IA, IA, IA, I |
| **SPECIAL REQUIREMENTS/ATTITUDE**To use initiative and within a team to provide good customer service. A positive and flexible “can do” attitudeAbility to access confined spaces or climb ladders in order to carry out inspections of ongoing worksMust be prepared to travel to various sites and other venues and potentially attend meetings outside of normal office hours |   **✓**    **✓**    **✓**    **✓**   |  | A, IA, IA, IA, I |
| **OTHER** |  |  |  |

**COMPLETED BY: Service Lead Housing Assets**

**DATE:** 10 September 2020