

The Council is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment.

When filling in the application form, please demonstrate with clear, concise examples how you meet the requirements of the post. You will be assessed in relation to the *Essential and Minor* criteria. Please bear in mind that you must possess the Essential Criteria on day 1 to be able to do the job. If there are large numbers of applicants for the post then all of the criteria will be used for shortlisting. Under the Disability Discrimination Act (DDA), we recognise and welcome our responsibility to remove any barriers in our recruitment and selection process. We have tried to assess this in our Job Description and Employee Specification, however if you feel that there are barriers, please tell us in the application form. As part of the DDA, we are committed to making reasonable adjustments, wherever possible and it would help us to know your needs in order to do this.

Post Title: Private Sector Housing and Environment Officer	Directorate/School: Development, Environment & Culture	Grade/Scale: 7
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Criteria No	Attributes	Criteria	How Identified (either Application Form or Interview)	Rank (Essential/Minor)
	Relevant Experience	Experience of Housing Management and/or Environmental Health Issues and/or Enforcement work	Application and/or Interview and/or assessment.	Essential
		Experience of undertaking Partnership work to deliver projects and outcomes.	Application and/or Interview and/or assessment.	Essential
		Experience of collating information, creating and maintaining electronic records and monitoring	Application and/or Interview and/or assessment.	Essential
		Experience of undertaking Private Sector Property Inspections in line with HHSRS	Application and/or Interview and/or assessment.	Essential
	Education and Training Attainments	4 GCSE's or equivalent	Application and/or Interview and/or assessment.	Essential
		BTEC Level 5 or equivalent	Application and/or Interview and/or assessment.	Essential

	Additional Factors	<p>An understanding of the challenges facing public sector services</p> <p>A clear commitment to Equal Opportunities and quality in service delivery</p> <p>A willingness to work shifts, including evenings, weekend and bank holidays</p> <p>Ability to undertake any necessary travel around the borough.</p> <p>To undertake work outside normal contracted working hours from time to time with reasonable notice.</p>	<p>Application and/or Interview and/or assessment.</p> <p>Application and/or Interview and/or assessment.</p> <p>Application and/or Interview and/or assessment.</p> <p>Application and/or Interview and/or assessment.</p> <p>Application and/or Interview and/or assessment.</p>	<p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p>
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