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:	Directorate/School:	Grade/Scale: 7
Private Sector Housing and Environment	Development, Environment & Culture	
Officer		

Criteria No	Attributes	Criteria	How Identified (either Application Form or Interview)	Rank (Essential/Mi nor)
	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

General and Special Knowledge	Knowledge and understanding of the policies and practices of Barnsley MBC and relevant partners  Knowledge of the importance of voluntary sector groups Eg. Neighbourhood Watch and Tenants and Residents Associations  Knowledge and understanding of HHSRS  Knowledge and understanding of housing and environmental issues in the private sector	Application and/or Interview and/or assessment Application and/or Interview and/or assessment. Application and/or Interview and/or assessment. Application and/or Interview and/or assessment	Minor  Minor  Essential  Essential
Skills and Abilities	Ability to manage a workload of cases and be able to prioritise this workload and work on own initiative to meet deadlines and targets.  Ability to negotiate and solve problems effectively, individually, as part of a team and by engaging stakeholders	Application and/or Interview and/or assessment.  Application and/or Interview and/or assessment.  Application and/or Interview	Essential Essential Essential
	Ability to communicate and work effectively with residents, colleagues other agencies, (including private sector housing management agents and property owners)  To be able to produce accurate case support papers including action plans, legal	and/or assessment.  Application and/or Interview and/or assessment  Application and/or Interview	Essential Essential
	documentation, etc.  To be able to work within all policies and procedures and be innovative.  Ability to collate, interpret and present information	and/or assessment.  Application and/or Interview and/or assessment.  Application and/or Interview and/or assessment.	Essential Essential Essential

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