

APEX HOUSING

EMPLOYEE SPECIFICATION

POSITION:

Antisocial Behaviour Interventions & Prevention Officer

DATE COMPLETED:

October 2022

CRITERIA	ESSENTIAL	DESIRABLE
EDUCATION/ QUALIFICATIONS/ ATTAINMENTS RELEVANT EXPERIENCE	A third level qualification or equivalent. + 1 year's relevant experience (as set out in the job description) with a social landlord or local authority. OR Educated to A'level standard or equivalent + 2 years relevant experience with a social landlord or local authority.	Qualification in housing or a related discipline at Chartered Institute of Housing Level 2 or equivalent; or working towards such a qualification.
SPECIALIST KNOWLEDGE/ TRAINING	Knowledge of Housing Legislation in relation to antisocial behaviour. Experience of working within a customer focused environment, with both internal and external customers. Well organised, adaptable and able to take responsibility for organising and prioritising own workload. Skilled in business use of Microsoft Office packages including Outlook, word, Excel and PowerPoint	Knowledge of current social housing policy and issues
PERSONAL SKILLS	Ability to work on own initiative and as part of a team. Evidence of being flexible, adaptable and able to work under pressure Evidence of excellent communication skills, both written and oral Be able to demonstrate the ability to plan and organise workload and meet deadlines Self-motivated and committed to pursuing excellence in line with the organisation's culture and values Proven track record of managing confidential and sensitive information	
	Enthusiastic and self motivated	

DISPOSITION	Punctual, hardworking, flexible, dependable, honest, trustworthy, caring disposition	
CIRCUMSTANCES	<p>**Full current driving licence and access to a car.</p> <p>Flexible re: hours of work. Able to attend evening meetings as and when required.</p>	

* Apex reserves the right to enhance the criteria to facilitate shortlisting. Candidates meeting the essential criteria only may be required to undergo a testing process.

** This criteria will be waived in the case of an applicant whose disability prohibits driving, but who is able to arrange suitable alternative arrangements

Completed application forms must be returned to Personnel and Training, Apex Housing,
10 Butcher Street, L'Derry, BT48 6HL