

APEX HOUSING

EMPLOYEE SPECIFICATION

POSITION: Housing Officer, General Needs Housing - Belfast Office, Cromac Place

DATE COMPLETED: March 2023

CRITERIA	ESSENTIAL	DESIRABLE
EDUCATION/ QUALIFICATIONS/ ATTAINMENTS RELEVANT EXPERIENCE	A third level qualification or Educated to A'Level standard (or equivalent) with a professional Housing qualification + 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 in a Housing Officer role with a social landlord or local authority	Housing Management Degree
SPECIALIST KNOWLEDGE/ TRAINING	Knowledge of current social housing policy and issues Skilled in business use of Microsoft Office packages including Outlook, word, Excel and Powerpoint	Knowledge of working practices within housing organisations providing social housing. Working knowledge of welfare benefit system and e-benefits. Working Knowledge of NIHE HMS system.
PERSONAL SKILLS	Ability to work on own initiative and as part of a team. Ability to relate to residents and public Good communication skills, both oral and written. Be able to demonstrate the ability to plan and organise workload and meet deadlines Good organisational skills	
DISPOSITION	Enthusiastic and self motivated Punctual, hardworking, flexible, dependable, honest, trustworthy, caring disposition	
CIRCUMSTANCES	**Full current driving licence and access to a car. Flexible re: hours of work. Able to attend evening meetings as and when required.	

* 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