

**Apex Housing Association**

**EMPLOYEE SPECIFICATION**

**POSITION:** Property Services Officer

**DATE COMPLETED:** February 2024

<b>CRITERIA</b>	<b>ESSENTIAL</b>	<b>DESIRABLE</b>
<b>EXPERIENCE/ KNOWLEDGE</b>	<p>Third level qualification (or equivalent) in a relevant building/construction subject.</p> <p style="text-align: center;"><b>AND</b></p> <p>2 years' experience (within the last 7 years) within a facilities/maintenance environment. Experience to include at least one of the following: construction, mechanical and/or electrical services.</p> <p style="text-align: center;"><b>OR</b></p> <p>Educated to A-Level standard (or equivalent )</p> <p style="text-align: center;"><b>AND</b></p> <p>3 years' experience (within the last 7 years) within a facilities/maintenance environment. Experience to include at least one of the following: construction, mechanical and/or electrical services.</p>	<p>Third level qualification (or equivalent) in a relevant building/construction subject.</p> <p style="text-align: center;"><b>AND</b></p> <p>2 years' experience (within the last 7 years) of maintaining properties within a social housing or private housing sector.</p> <p style="text-align: center;"><b>OR</b></p> <p>Educated to A-Level standard or equivalent <b>and</b> a recognised qualification in a relevant building/construction subject <u>or</u> working towards this</p> <p style="text-align: center;"><b>AND</b></p> <p>3 years' experience (within the last 7 years) of maintaining properties within a social housing or private housing sector.</p> <p>At least 6 months previous line management experience.</p>
<b>SPECIALIST KNOWLEDGE/ TRAINING</b>	<p>Computer literate with a working knowledge of Microsoft suite of packages. Ability to produce letters and reports using such.</p> <p>Ability to fault find existing installations.</p>	<p>Property statutory compliance requirements.</p> <p>Working relationship with relevant statutory agencies e.g. Building Control, Environmental Health, Registration and Inspection Unit.</p> <p>Landscaping experience.</p>
<b>PERSONAL SKILLS</b>	<p>Ability to communicate effectively both verbally and in writing.</p>	<p>Leadership skills</p>

	<p>Self-motivated.</p> <p>Ability to work as part of a team and to demonstrate personal initiative.</p>	
<b>DISPOSITION</b>	<p>Ability to relate to residents/tenants.</p> <p>Practical common sense approach to problem solving.</p> <p>Ability to remain calm in difficult situations</p>	
<b>CIRCUMSTANCES</b>	<p>Flexible in working hours.</p> <p>Available to take on call duties if required.</p> <p>Current full driving licence and access to a vehicle.*</p>	

\* 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  
Department  
10 Butcher Street, L'Derry, BT48 6HL