

Apex Housing Association

EMPLOYEE SPECIFICATION

POSITION: Property Services Officer (Statutory Compliance)

DATE COMPLETED: February 2024

CRITERIA	ESSENTIAL	DESIRABLE
EXPERIENCE/ KNOWLEDGE	<p>Third level qualification (or equivalent) in a relevant building/construction subject.</p> <p style="text-align: center;">AND</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;">OR</p> <p>Educated to A-Level standard (or equivalent)</p> <p style="text-align: center;">AND</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;">AND</p> <p>2 years' experience (within the last 7 years) of maintaining Statutory Compliance responsibilities within a social housing or private housing sector.</p> <p style="text-align: center;">OR</p> <p>Educated to A-Level standard or equivalent and a recognised qualification in a relevant Electrical or Mechanical or building/construction subject <u>or</u> working towards this.</p> <p style="text-align: center;">AND</p> <p>3 years' experience (within the last 7 years) of maintaining Statutory Compliance responsibilities within a social housing or private housing sector.</p> <p>At least 6 months previous line management experience.</p>
SPECIALIST KNOWLEDGE/ TRAINING	<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>Working relationship with relevant statutory agencies e.g. Building Control, Environmental Health, Registration, and Inspection bodies.</p> <p>Specific training qualifications relating to oil & gas servicing, electrical installation wiring testing within a Statutory Compliance environment.</p> <p>Hold a current CSR card</p>

PERSONAL SKILLS	<p>Ability to communicate effectively both verbally and in writing.</p> <p>Self-motivated.</p> <p>Ability to work independently, as part of a team and to demonstrate personal initiative.</p>	Leadership skills
DISPOSITION	<p>Ability to relate to residents/tenants and engage with Contractors and Property Managers.</p> <p>Practical common-sense approach to problem solving.</p> <p>Ability to remain calm in difficult situations.</p>	
CIRCUMSTANCES	<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