

SOUTH DERBYSHIRE DISTRICT COUNCIL - PERSON SPECIFICATION

Directorate: Environment and Communities	Service: Environmental Services	Job Title: Private Sector Housing Officer
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Qualifications and experience

ESSENTIAL	DESIRABLE	HOW ASSESSED
<p>Degree in Building and Construction / Construction Management/ Surveying/ Environmental Health or equivalent</p> <p>Accredited certification in Housing Health and Safety rating System Inspection</p> <p>Experience in housing condition inspections using Housing Health and Safety Rating System (HHSRS)</p> <p>Experience of regulatory housing enforcement including inspection, preparing statutory notices and schedules of work.</p> <p>Able to work on own initiative and prioritise work to meet the demands of the post</p> <p>Evidence of continuous professional development.</p>	<p>Experience of private sector housing enforcement and legal processes including tribunal processes, civil penalty notices.</p> <p>Membership of the Chartered Institute of Environmental Health (CIEH) or Chartered Institute of Housing (CIH)</p>	<p>Application Form, Copy of qualification(s), Interview</p>

Competency	Essential	Desirable	How Assessed
Achieving Results	<p>Sets high personal standards for work and uses own methods to measure success</p> <p>Focuses on achievement</p> <p>Responds positively to challenges, applying energy to tasks and seeking to do things better</p> <p>Actively seeks feedback in order to learn and improve own performance</p>	<p>Reviews working practices, looks for new methods or approaches to make things happen.</p> <p>Makes changes in systems or processes to improve performance of self and/or team</p>	Interview
Communication	<p>Prepares and structures communication to aid understanding.</p> <p>Responds to communication from others, adjusting the response according to the need.</p> <p>Communicates to an appropriate level of detail and precision for their audience.</p> <p>Communicates complex information in a variety of written formats.</p>		Interview
Creative Thinking	<p>Ability to use new information to offer realistic alternatives and to tailor existing approach to provide better results.</p> <p>Ability to actively contribute ideas and demonstrate creative thinking.</p>	Changes the established way of doing things to achieve better results	Interview
Customer Focus	Responsive to customer requirements, including an ability to identify customers underlying issues, taking ownership to solve customer problems, making time for customers and achieving high standards of service	Providing innovative solutions to customer needs	Interview
Decision Making and Problem Solving	<p>Ability to deal with complicated problems in a logical and structured manner and seek imaginative and innovative solutions.</p> <p>Actively encourage interaction and ideas from others.</p>		Interview

Making Change Work	Understands and explains the reason for change and recognises that others may have concerns and works with them to overcome these. Proactively supports new ideas and initiatives.	Advocates the need to change and encourages others to try new ways of working	Interview
Managing Resources, Projects & Processes	Ability to develop approaches and methods to ensure that tasks are completed accurately. Experience of working to meet short- and medium-term priorities. Ability to set out the steps necessary to achieve the end result and set deadlines.		Interview
Organisational Awareness & Commitment	Be supportive of the organisation including the ability to promote the Councils reputation with customers.	Ability to recognise and take the best approach to produce the best outcome for customers	Interview
Personal Impact	Proven ability to influence the behaviour of others, to be confident and assertive and to achieve win / win situations		Interview
Working Relationships	Ability to build strong working relationships with colleagues and customers and resolve conflict situations		Interview
Equal Opportunities and Fairness	Ability to demonstrate a commitment to the principles of equal opportunities and fairness in service delivery		Interview
Other	Full, clean driving license Ability meet the physical demands of the job		

Date Issued: April 2026

Issued by: Assistant Director Environment and Communities