

Senior Maintenance Officer (maternity cover) – November 2024 Person Specification



Essential and desirable skills and experience

Essential Criteria
HNC/HND in Building Studies/Construction Management or equivalent or demonstrate an acceptable level of transferrable skills and experience.
Detailed working knowledge of property repairs and maintenance, ideally within a social housing setting.
Proven track record in effectively managing and delivering property investment and maintenance programmes.
Working knowledge and understanding of current building regulations, health and safety legislation, gas safety, fire, electrical safety, asbestos management, legionella, damp, condensation & mould, procurement and sustainability.
Experience/knowledge of procurement of contracts via the most appropriate route (for example, tender, quotation or framework agreement).
Working knowledge of housing regulation, policy and legislation.
Good level of numeracy and ability to analyse statistical and performance information.
Ability to demonstrate initiative and flexibility in managing workloads and projects.
Strong communication skills, both verbal and written, and an ability to present information in the most appropriate manner to suit the audience.
Demonstrate excellent customer skills and understanding the importance of customer satisfaction in delivering our services.
Highly developed ICT skills and knowledge, including MS Office.
Desirable Criteria
A relevant degree and/or professional membership of the Chartered Institute of Housing or other professional body.
Experience of budget setting, monitoring/reporting on performance against budget and taking remedial action.
Experience of servicing a governing body or sub-Committee to include attending some evening meetings and occasional weekend meetings.
Knowledge of maintenance quality standards and energy efficiency measures
Experience of SDM housing software system (maintenance module).