

#### PERSON SPECIFICATION

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| Post Title: **Senior Gas Officer** | Post Numbers: CH134 & CH118 |
| Division: **Housing Property Services** | Grade: **H** |
| JE Ref: **A2114** | Date Revised: **March 2021** |

This form sets the standard for the person needed for this job, and also suggests the questions to be asked at short listing and interview stages. The requirements are job-related and described using appropriate words and marked E (Essential) or D (Desirable) as appropriate. There will not necessarily be an entry in every box.

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|  | REQUIREMENTS | **ESSENTIAL (E) OR****DESIRABLE (D)** | MEASUREMENT**(see below)** |
| EXPERIENCE | Significant demonstrable experience in building industry, gas and solid fuel safety, maintenance, servicing and refurbishment works. | E | 1 & 3 |
| Significant demonstrable social housing experience.Experience in the procurement of contracts. | ED | 1 & 31 & 3 |
| **SKILLS REQUIRED** | Proficient in the use Microsoft Office Packages, with the proven ability to develop Asset Management software to improve effective working methods. | E | 1, 2 & 3 |
| Ability to work collaboratively with other staff members, tenants and contractors. | E | 1 & 3 |
| Good organisational skills sufficient to manage prioritisation of various work tasks. | E | 1 & 3 |
| The ability to converse at ease with customers and provide advice in accurate spoken English both over the telephone or face to face. | E | 1 & 3 |
|  | Literacy skills sufficient to write detailed specifications, reports and for writing letters to tenants, Council Members and external organisations. | E | 1 & 3 |
|  | Numeracy skills sufficient to deal with budgetary requirements and undertake heat loss calculations or other calculations in relation to gas and heating installations. | E | 1 & 3 |
| **KNOWLEDGE BASE** | A thorough knowledge of the Gas Safety Regulations and legislation including Building Regulations compliance in relation to Gas and solid fuel servicing, maintenance and installation. | E | 1 & 3 |
| Knowledge of the Construction Design Management Regulations 2015. | D | 1 & 3 |
| Knowledge of the Control of Asbestos Regulations 2012. | D | 1 & 3 |
| Knowledge of Legionella Guidance HSG274. | D | 1 & 3 |
| Experience of working on commercial gas installations. | D | 1 & 3 |
| QUALIFICATIONS / TRAINING | Attained the following ACS / additional qualifications: - |  |   |
| * Core Gas Safety (CCN1);
 | E | 1 & 4 |
| * Wet Central Heating (CENWAT);
 | E | 1 & 4 |
| * Gas Fires (HTR1);
 | E | 1 & 4 |
| * Cookers (CKR1);
 | D | 1 & 4 |
| * Gas Safe Registration;
 | D | 1 & 4 |
| * Level 4 VRQ Certificate in Gas Safety Management in Social Housing.
 | D | 1 & 4 |
| Commercial Gas Qualifications(applicant to clarify).Recognised qualifications in renewable technology. | DD | 1 & 41 & 4 |
| **ATTITUDE / MOTIVATION** | Able to work on own initiative individually or as part of a team. | E | 1, 2 & 3 |
| Able to work under pressure.Be able to self motivate and have a strong drive to keep our homes safe. Have a flexible approach and be open to new ideas and change.Have a desire to develop and implement continuous improvement within the team.Embraces customer engagement. | EEEEE | 1, 2 & 31 & 31 & 31 & 31 & 3 |
| **OTHER REQUIREMENTS** | A full UK driving licence and use of your own vehicle to access sites across the district. | E | 1 & 4 |
| Willing to work out of office hours as required by the role e.g. to attend Resident Group meetings. | E | 1 & 3 |
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| **MEASUREMENT** | **1. From****application****form** | **2. By test after****short listing** | **3. Probing at****interview** | **4. Documentary****evidence** | **5. Other****(Please specify)** |

Total number of essential criteria measurable from application form = 20

Total number of desirable criteria measurable from application form = 10