

#### 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. | | | E  D | | 1 & 3  1 & 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. | | | D  D | | 1 & 4  1 & 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. | | | E  E  E  E  E | | 1, 2 & 3  1 & 3  1 & 3  1 & 3  1 & 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