

Employee Specification – Property Administrator

Criteria		Essential	Desirable	How this will be assessed
Experience	1. At least one years' experience of working in housing management administration.	✓		App. & Interview
	2. Experience of managing competitive quoting and working with maintenance contractors.	✓		App. & Interview
	3. Organising Gas safety checks and Electrical checks in line with legislation.	✓		App. & Interview
Knowledge	4. A good understanding of supported housing schemes.	✓		App. & Interview
	5. An understanding of HMO licencing requirements for Landlords and Registered Social Landlords.	✓		App. & Interview
	6. Good practice when working with maintenance contractors.	✓		App. & Interview
	7. A good understanding of housing tenure including Landlord rights and responsibilities.	✓		App. & Interview
	8. Understanding of the effects of homelessness on individuals and families.	✓		App. & Interview
Skills	9. Ability to respond to maintenance issues promptly.	✓		App. & Interview
	10. To communicate effectively with a wide range of people and agencies.	✓		App. & Interview
	11. Able to keep accurate monitoring and administration records.	✓		App. & Interview
	12. Able to create and use Excel Spreadsheets.	✓		App. & Interview
	13. Ability to maintain stock levels and stock control records.	✓		App. & Interview
	14. Ability to work on one's own initiative and confidence when making decisions.	✓		App. & Interview
	15. Analytical approach to workload and the ability to plan effectively.	✓		App. & Interview
	16. Ability to work with minimal day to day supervision and meet deadlines.	✓		App. & Interview
17. Able to drive (and have use of a vehicle)	✓		App. & Interview	
Attitude	18. To have an understanding and commitment to the implementation and development of Equal Opportunities policies and practices.	✓		App. & Interview
	19. To have a commitment to working as a member of a team.	✓		App. & Interview
	20. To have a non-judgemental approach to working with young and/or vulnerable people.	✓		App. & Interview
	21. To be willing to work evenings and weekend when required.	✓		Application

N.B. When completing your application please ensure that you demonstrate how you meet each of these criteria.