



PERSON SPECIFICATION

Job Title: Trainee Housing Services Officer

Grade: Professional & Administrative Grade 2

Responsible To: Housing Manager

Responsible For: N/A

Purpose: The Trainee Housing Services Officer is responsible for assisting in the efficient and effective management and maintenance of the Association’s housing stock as agreed by the Management Committee.

Qualities		Essential	Desirable
1.	Personal honesty and integrity	✓	
2.	Demonstrates attention to detail	✓	
3.	High standard of presentation skills	✓	
4.	High standard of communication skills (oral and written)	✓	
5.	High standard of organisational skills		✓
6.	High standard of numeracy skills	✓	
7.	High standard of literacy skills	✓	
8.	Experience in use of word processing and spreadsheets		✓
9.	Experience of working as part of a team		✓
10.	Willingness to learn / train / develop role	✓	
11.	Ability to work in a busy environment and prioritise competing demands	✓	
12.	Ability to manage time efficiently	✓	
13.	Ability to build rapport and establish good working relationships	✓	