

FIRST CHOICE HOUSING ASSOCIATION LTD
Person Specification / Competency Profile
Apprentice Technical Officer

	Qualifications	Assessed
1	Commitment to attaining Level 3 Diploma in Construction and the Built Environment	Application/ Interview
2	Demonstrate ongoing commitment to continuous learning and a desire to attain Level 4 Diploma in Construction and the Built Environment	Application/ Interview
	Knowledge and Experience	
3	Experience of planning and prioritising effectively in order to achieve targets and meet deadlines	Application / Interview
4	Computer literate, to include Word, Access, Excel, PowerPoint and databases	Application / Interview
5	Understanding of the housing needs of vulnerable people who may have a learning and or physical disability or other complex needs (Desirable)	Application /Interview
	Communication	
6	Proven experience of communicating effectively	Application / Interview
7	Ability to speak Welsh (desirable/not essential)	Application
8	Ability to communicate effectively with internal and external stakeholders	Application / Interview
	Personal Qualities	
9	A confident and effective decision maker	Application/Interview
10	Commitment to high quality customer focused services and best practice.	Application Interview
11	Physically fit, with the ability to work at heights and undertake inspections to lofts / roof spaces and various other building components as necessary.	Application/ Interview
12	Enthusiasm and passion for assisting vulnerable tenants in a housing setting	Interview
13	Creative thinker and ability to problem solve.	Application/ Interview
	Skills and Attributes	
14	Ability to work as part of a team	Application/ Interview
15	Ability to keep clear written records	Application/ Interview
16	Ability to implement learning in a practical work setting	Application/ Interview
17	Ability to self -manage study / work load and work on own initiative.	Application / Interview
	Other	
15	Hold a full current driving licence or be willing to work towards	Application
16	Strong commitment to equality of opportunity.	Application
17	The capacity to travel and work away from home for short periods as service delivery demands.	Application / Interview