

**Person Specification**  
**POST: Property Services Worker 2023**

ATTRIBUTES	ESSENTIAL	DESIRABLE	HOW IDENTIFIED
<b>Qualifications</b>	Full driving licence (maximum 3 points)	Recognised building qualification in one or more trades. (e.g. joinery, plumbing, electrics, etc.)	CV
<b>Work Experience</b>	Experience in repairs and maintenance <i>or</i> the building trade	Experience of working in a housing environment	CV /Interview.
		Decorating experience.	CV /Interview.
		Experience of using computerised system to manage and organise work.	CV/Interview
<b>Skills</b>	Ability to undertake a wide variety of repairs (e.g. hang a door, fit a lock, unblock a waste pipe etc.)	Ability to use computer programmes (e.g. databases, Outlook Word, Excel etc.)	CV /Assessment.
	Ability to undertake property inspections and plan programs of work.		CV /Interview.
	Ability to undertake a wide variety of property improvement works (e.g. painting and decorating, fitting kitchens, joinery repairs, plumbing repairs etc.)		CV /Interview.
	Ability to communicate with people from a wide range of backgrounds.		CV /Interview.
<b>Attitude</b>	Commitment to working supportively with vulnerable people.	Interest in sustainable construction methods, (i.e., energy efficiency, waste management, sourcing of materials).	CV /Interview.
	Commitment to working within LATCH's Equal Opportunities and Health and Safety Policies.		CV /Interview.
	Committed to high levels of customer service and working to high quality standards.		CV /Interview.
	Positive and committed to continuous improvement.		CV /Interview.
<b>Knowledge</b>	Knowledge of Health and Safety and Risk Assessment procedures.	Knowledge of housing and homelessness issues	CV /Interview.
<b>Transferable Skills</b>	Ability to work independently using own initiative.		CV/ Interview
	Ability to manage own time effectively		CV/ Interview
	Ability to share information effectively with team members and other professionals		CV/ Interview