



Person Specification				
Post title		Housing Enforcement Officer	Grade	Band J £37,280.00 to £39,152.00
To be successful in this role you will need to demonstrate how you meet the criteria below at application & interview stage.				
Shortlisting Number	Criteria			Method of assessment
Skills, knowledge, experience				
S1	Significant experience of working within an environmental health, private housing renewal, housing assistance, homeless prevention or property surveying service.			CV/SS, I
S2	Experience of undertaking surveys or inspections.			CV/SS, I
S3	Up to date knowledge of property related legislation and good practice, particularly in regard to housing disrepair and the Renters’ Rights Act 2025.			CV/SS, I
S4	Up to date knowledge of the private rented sector.			CV/SS, I
S5	Good numerical and analytical skills.			CV/SS, I
S6	Experience of developing relationships internally and externally, working with partner organisations to deliver shared goals and outcomes.			CV/SS, I
S7	Experience of working in a customer focussed environment.			CV/SS, I
S8	Good organisational and time management skills along with the ability to manage workloads.			CV/SS, I
S9	Ability to embrace the values of KMBC in particular recognition of equality and diversity.			CV/SS, I
S10	Ability to work within an electronic office – a good working knowledge of email, word processing and spreadsheet packages.			CV/SS, I
Personal attributes and circumstances				
P1	You must adhere to the “Knowsley Better Together” staff qualities; Integrity, Accountability, Communication and Respect			I
Communication				
C1	Good verbal communication skills			I
C2	Good written skills including the ability to prepare reports on complex issues in a clear, concise style			CV/SS, I
Qualifications				
Q1	Good overall level of education to a minimum Degree level or equivalent			CV/SS, C

January 2026





Knowsley Council

CV/SS = Curriculum Vitae/Supporting Statement **A** = Application Form **C** = Certificate **E** = Exercise **I** = Interview
P = Presentation **AC** = Assessment Centre **T** = Test

Where the post involves working with children, in addition to a candidate's ability to perform the duties of the post, the interview will also explore issues relating to safeguarding and promoting the welfare of children, including:

- **Motivation to work with children and young people.**
- **Ability to form and maintain appropriate relationships and personal boundaries with children and young people.**
- **Emotional resilience in working with challenging behaviours.**
- **Attitudes to use of authority and maintaining discipline**

We have a positive attitude to the employment of disabled people and guarantee an interview to those who meet **all** the necessary criteria of the person specification.

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