



Gofal a Thrwsio ym Mhowys  
Care & Repair in Powys

## Person Specification: Technical Officer (Feb 2025)

	Criteria	
	Essential	Desirable
<b>Experience</b>		
• Experience delivering a customer-focused service	✓	
• Experience of working in an advice role		✓
• Experience of domestic construction, repairs and adaptations, and conforming to CDM 2015 Regulations	✓	
• Experience of arranging construction work	✓	
• Experience in housing adaptations		✓
<b>Knowledge</b>		
• Technical knowledge in relation to construction, contracts and energy efficiency	✓	
• Working knowledge of CDM 2015 Regulations	✓	
• Technical knowledge in relation to medium to large scale adaptations	✓	
• Knowledge of the work and values of Care & Repair in Powys		✓
• Knowledge of adaptation grant processes		✓
• Knowledge of beneficiary funds		✓
• Knowledge of Contract Law between client and contractor	✓	
• Knowledge of issues facing elderly people in regard to living independently at home	✓	
<b>Skills</b>		
• Excellent communication skills	✓	
• Confident in the use of ICT and databases	✓	
• Familiar with Microsoft Office software	✓	
• Ability to use basic CAD software for plans	✓	
• Ability to manage and prioritise own work	✓	
• Problem solving & decision making skills	✓	
• Conflict resolution	✓	
• Technical knowledge in relation to construction, contracts and energy efficiency	✓	
• Working knowledge of CDM 2015 Regulations	✓	
• Technical knowledge in relation to medium to large scale adaptations	✓	
• Confidence in delivering presentations on their work to others.		✓
<b>Qualifications</b>		
• A good general standard of education to HND in Construction or a relevant subject or equivalent.	✓	
• Education up to degree level or equivalent		✓
<b>Personal Qualities</b>		
• Understanding and empathy of the needs of older people and people with disabilities	✓	
• Ability to work as part of a team and on own initiative	✓	
• Able to improvise to overcome challenges and reprioritize workload.	✓	
• Demonstrates personal integrity and an ability to maintain confidentiality	✓	

<ul style="list-style-type: none"> <li>• Can work within a changing environment, and embraces change positively</li> </ul>	✓	
<b>Other requirements</b>		
<ul style="list-style-type: none"> <li>• Able to drive and has access to a vehicle</li> </ul>	✓	
<ul style="list-style-type: none"> <li>• Able on occasions to work outside of normal working hours</li> </ul>		✓
<ul style="list-style-type: none"> <li>• Actively promotes and shows commitment to equality and diversity in all aspects of the work of the Agency</li> </ul>	✓	
<ul style="list-style-type: none"> <li>• Be able to hold simple conversations in the medium of Welsh (or be prepared to learn) to minimum ALTE Level 1</li> </ul>		✓