



Person Specification

Job title: Small Repairs Officer (SRO)

Requirement		Essential	Desirable
1.	Skills & Abilities		
1.01	Trades background	✓	
1.02	Time Served Joiner/Plumber/Electrician		✓
1.03	Ability to use own initiative	✓	
1.04	Ability to forward plan, organise & prioritise workload	✓	
1.05	Self-disciplined with good time management	✓	
1.06	Good written and verbal communication skills	✓	
1.07	Pro-active & responsive attitude	✓	
1.08	Ability to carry out technical assessments	✓	
1.09	Basic MS I.T. skills such as Outlook, Word & Excel	✓	
2.	Experience		
2.01	Experience of general repairs and building maintenance (joinery, electrical, plumbing, tiling, painting, etc)	✓	
2.02	Experience of Telecare/Telehealthcare equipment installation		✓
2.03	Experience of Occ. Therapy small aids and adaptations installation and/or maintenance		✓
2.04	Experience of working within a team	✓	
2.05	Experience of jobbing work		✓
2.06	Experience of record keeping		✓
2.07	Experience of ordering materials		✓
2.08	Experience of lone working		✓
2.10	Liaisons with other agency partners, groups, teams.		✓

3.	Knowledge		
3.01	Tool and stock maintenance	✓	
3.02	Working with client group		✓
3.03	Electronic job recording systems and databases		✓
3.04	PPE Use and Basic Health & Safety knowledge in construction related activities	✓	
3.05	Basic vehicle maintenance and checks		✓
4.	Training/Qualifications		
4.01	Relevant City & Guilds trade Qualifications (or equivalent)	✓	
4.02	Basic H&S awareness training – inc Manual Handling, using manual and power tools, working at height, etc	✓	
5.	Other Requirements		
5.1	Full Clean Driving Licence	✓	
5.2	Sympathetic to client group	✓	
5.3	Willingness to undertake further training	✓	
5.4	Awareness of problems affecting client group		✓
5.5	Knowledge of area		✓