

JOB DESCRIPTION

POST: DISREPAIR AND COMPLAINTS MANAGER	POST NO: EC276
DIVISION: CRAWLEY HOMES	
SCALE: Scale I	
ANY SPECIAL CONDITIONS: (a) Satisfactory clearance of a Basic Disclosure and Barring Service check (DBS) will be a condition of employment. (b) Essential car user car allowance (currently under review)	
RESPONSIBLE TO: EC5 Operations & Maintenance Manager	

RESPONSIBLE FOR (POSTS):

g)

h)

i)

j)

k)

- w) To share the council's commitment to safeguarding and promoting the welfare of children, young people and adults at risk as outlined in the CBC Safeguarding Policy.

NOTE: The duties listed are in general terms only and detailed variation in job content may be expected to occur.

AMENDMENT DATE:	August 2024
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POSTHOLDER'S SIGNATURE:

CANDIDATE SPECIFICATION

(This is for information only and should be retained by the applicant)

DISREPAIR AND COMPLAINTS MANAGER	POST No: EC276
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CHARACTERISTIC	SPECIFICATION
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**VERIFICATION WILL
BE REQUIRED**

- Membership of RICS or equivalent.
- Degree level education or equivalent through relevant training/experience in sector
- Must be able to commit to attend and complete a housing management course and/or top up modules to ensure compliance with the Regulators Conduct and Competency Standard for 'in scope' officers

EXPERIENCE

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	<ul style="list-style-type: none">• Flexible within the Department.• Be able to work to tight deadlines	
SPECIAL CONDITIONS	<ul style="list-style-type: none">• Full and current UK driving licence required.• Occasional hours of hours working may be required.• Ability to use surveying equipment, power tools or small plant equipment, including climbing ladders e.g. to access loft spaces.	