

ROLE PROFILE

POSITION	Customer Access Advisor		
TEAM	Customer Access Theme	LOCATION	Coastline House
VERSION	1	LAST UPDATED	30 September 2016

PURPOSE OF ROLE

To be responsible for delivering excellent customer and maintenance services providing First Point Resolution for customers and stakeholders

KEY ACCOUNTABILITIES

1. Deliver excellent customer access service, including digital access through the customer portal and social media
2. Provide first point resolution for customer in compliance with Key Performance Indicators, including repairs diagnostic and maintenance related services
3. Accept and process payments from customers, ensuring all payments balance
4. Assist in producing performance reports and commentary in respect of Performance Indicators as required
5. Manage all customer contact through a variety of media, including digital, customer portal and social media
6. Promote the effective use of CRM across the Company
7. Promote and support customer access and involvement across the Company
8. Carry out general and specialist administrative support as required
9. Lead on a particular area of service and provide support and training to colleagues as required, including repairs and maintenance where applicable
10. Attend meetings across the Company as required
11. Undertake scanning tasks, as required
12. Undertake relevant training and development activities as suggested by the Customer Access Manager

GENERAL OBLIGATIONS (THIS IS STANDARD FOR ALL ROLES)

1. Represent the Company positively with all external agencies
2. Continually promote and embrace the principles of equality and diversity and customer care in full compliance with the Company's policy and standards
3. Establish, develop and maintain effective working relationships with all work colleagues.

4. Ensure compliance with the Company's Health and Safety policies and procedures
5. Service and support the Company as requested

REPORTING

- Reports to the Customer Access Co-ordinator

CONTACTS

Internal

- Non-executive directors, executive directors, managers and staff across the Company

External

- Customers, contractors, customer representatives, residents groups, media and press, housing associations, local authorities, schools, regulators, voluntary organisations, printers, opinion formers, stakeholders etc

PERSON SPECIFICATION

POSITION	Customer Access Advisor		
TEAM	Customer Access Theme	LOCATION	Coastline House
VERSION	1	LAST UPDATED	30 September 2016

QUALITY	ESSENTIAL	DESIRABLE
Personal Skills	<ul style="list-style-type: none"> • Put our customers first • Be open, honest & accountable • Strive to be the best • Value each other • Commitment to Equality and Diversity • Commitment to customer involvement and customer service excellence • Good team member • Self-motivated, organised and ability to use own initiative or work as part of a team Diplomatic • Assertive and resilient to deliver customer access services • Creative, innovative and an eye for detail 	
Education & Qualifications:	<ul style="list-style-type: none"> • Good standard of education / literacy and numeracy skills • Evidence of commitment to continual professional development 	<ul style="list-style-type: none"> • NVQ 2 or higher in Customer Services • ECDL or similar IT qualification • Housing or other related qualification
Experience, Knowledge and Understanding	<ul style="list-style-type: none"> • Experience of delivering excellent customer services and dealing with customers and stakeholders across a range of access strands • Experience of solving problems and diagnosing repairs queries and able to determine urgency, recognising where Health and Safety risks require emergency action. • Understanding appropriate telephony and IT applications in a call centre 	<ul style="list-style-type: none"> • Understanding of the role of Registered Housing Providers • Experience of working with vulnerable people • Knowledge of the requirements of the data protection act • Understanding of Right to Repair legislation

	<p>environment</p> <ul style="list-style-type: none"> • Experience of seeking and acting upon the views of customers • Ability to identify and challenge performance issues in day to day delivery of services and make recommendations for improvements • Experience of solving problems to meet customers expectation within repairs timescales • Good IT skills across the range of Microsoft applications and experience of working with digital information, social media and systems • Experience of carrying out administrative tasks to specified deadlines • Experience of dealing with confidential information 	
Job Related skills	<ul style="list-style-type: none"> • Ability to effectively work under pressure and deliver excellent customer care • Flexible 'can-do' attitude and ability to respond positively to change • Excellent interpersonal skills • Able to make sound judgements based on information available • Able to plan and prioritise work to meet specified deadlines • Able to communicate effectively with internal customers and external contacts 	
Other	<ul style="list-style-type: none"> • Full driving licence and access to a vehicle • Ability to attend very occasional evening meetings • Willing to work outside 'office hours' 	