Person Specification – HOUSING MANAGEMENT OFFICER

		Assessment			
Qualifications	E/D	1	2	3	Comments
Good basic education including 5 GCSEs or equivalent.	E				
Relevant qualification in Health, Housing or Social Care	D				
Experience					
Of housing Management	E				
Of working in a supported housing environment	D				
Of providing support to vulnerable women	D				

Person Specification – HOUSING MANAGEMENT OFFICER

Experience (cont.)	E/D	1	2	3	Comments
Of providing support to young people	D				
Working knowledge of IT systems including Microsoft applications (Outlook, Windows) and databases	E				
Of working with confidential / sensitive information and knowledge of the General Data Protection Regulations.	E				

Person Specification – HOUSING MANAGEMENT OFFICER

Experience (cont.)	E/D	1	2	3	Comments
Of supervising staff	D				
Of lone working	D				
Skills and Competencies					
Literate and numerate	E				
Understands the need to promote independence	E				

Person Specification – HOUSING MANAGEMENT OFFICER

Skills and Competencies (cont.)	E/D	Assessment 1	2	3	Comments
Excellent interpersonal skills / ability to communicate verbally and in writing, in English	E				
Report writing skills	E				
Organisational skills	E				
Ability to work on own initiative	E				

Person Specification – HOUSING MANAGEMENT OFFICER

Skills and Competencies (cont)	E/D	1	2	3	Comments
Motivational skills	E				
Problem solving skills	E				
Proven ability to organise self and prioritise to meet deadlines with good time management skills	E				
Ability to function effectively as part of a team	E				
Driving licence and use of a car	D				

Person Specification – HOUSING MANAGEMENT OFFICER

Skills and Competencies (cont)	E/D	1	2	3	Comments
Considered and sensible (common sense) approach	E				
Community Language	D				
Able to perform all duties and tasks with reasonable adjustments in accordance with provisions of Equality Act 2010	E				

Person Specification – HOUSING MANAGEMENT OFFICER

Attitude and Personality					
Warm and Empathic	E				
Calm under pressure	E				
Professional Approach	E				
Enthusiastic and self-motivated	E				
Uses initiative appropriately	E				
Awareness of / appreciation of confidentiality	E				
Understanding of and commitment to Equal Opportunities.	E				

Person Specification – HOUSING MANAGEMENT OFFICER

Key:	Overall Summary
E = Essential – skills, qualities, experience considered **essential** for the role D = Desirable – skills, qualities considered **desirable** for the role Assessment: - meets criteria well - meets criteria adequately - does not meet criteria **Successful/Unsuccessful/Reserve** **Completed by: (sign) Date**	