



Person Specification – INTENSIVE 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				



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



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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				



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Skills and Competencies (cont.)	E/D	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				



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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				



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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				



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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				



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Key:	Overall Summary
<p>E = Essential – skills, qualities, experience considered essential for the role</p> <p>D = Desirable – skills, qualities considered desirable for the role</p> <p>Assessment:</p> <ol style="list-style-type: none"> 1. meets criteria well 2. meets criteria adequately 3. does not meet criteria <hr style="border: 0.5px solid black;"/> <p>Successful/Unsuccessful/Reserve</p> <p>Completed by: (sign) Date</p>	