

## Person Specification Housing Partnership Officer

### Part A

The following criteria (experience, skills and qualifications) will be used to short-list at the application stage:

#### Essential

- Knowledge of and ability to interpret housing legislation for public and private sector and housing related policies and issues across all tenures.
- Understanding of housing needs, housing markets and housing strategy issues
- Demonstrable experience of project management models including target setting, monitoring and evaluation.
- Excellent organisational skills and workload management skills.
- Ability to work on own initiative and as part of a team
- Demonstrable experience of working in a multi-disciplinary project team, with professional partners and stakeholders
- Demonstrable experience of successful partnership working with statutory, non-statutory, voluntary and community agencies at all levels.
- Excellent organisational, workload management and negotiation skills
- Excellent, written, oral communication skills and IT literate

#### Desirable

- Experience of working in a local government environment
- Knowledge of local government structures, process and issues
- Member of the Chartered Institute of Housing or similar professional qualification in housing.

### Part B

The above criteria and the following will be further explored at the interview stage:

- Knowledge of and understanding of current housing issues and legislation including lettings policies.
- Evidence of project management, including target setting, monitoring and evaluation.
- Evidence of significant contribution to the successful delivery of a range of projects.
- Communication skills
- Professionally credible to a senior level with a range of partners.
- Approach to managing own workload and approach to working collaboratively

#### Additional Requirements

- Able to work out of hours when necessary.