**Person Specification**

**Job title: Private Sector Initiatives Officer**

**Note to applicant - You should pay particular attention to the essential criteria below and provide evidence of how you consider you meet them as part of your application. Failure to do so may mean that you will not be shortlisted.**

| **Essential Criteria** | | **Method of Assessment** |
| --- | --- | --- |
| **Qualifications /**  **Professional Registration/**  **Membership** | Good overall standard of education and evidence of continued professional development. | Interview/application form |
| **Experience** | A minimum of 2 years’ experience of working in a housing related role  Experience of working in housing and delivering effective housing projects, particularly in relation to the private rented sector.  Experience of organising systems and processes to improve and monitor relevant data and intelligence.  Experience of partnership working  Experience of producing policies and working procedures  Experience of designing and delivering events/training/briefing sessions | Interview/application form |
| **Skills, Knowledge, Ability (including ability**  **to develop knowledge,**  **skill or experience)** | Knowledge around the private rented sector and landlord accreditation schemes.  Knowledge of the part the PRS plays within a local housing market.  Knowledge of Housing and Homelessness  Production of clear well-structured reports, working policies and strategic documents to strict deadlines  Ability to use IT systems competently and efficiently (Microsoft Office)  Able to effectively communicate through written and verbal skills  Excellent analytical skills  Strong time management and organisational skills  Flexible and adaptable to change  Ability to work independently with little supervision as well as demonstrate a positive team ethic. | Interview/application form |
| **Work Related Circumstances/**  **Values of the Council** | Able to pay attention to detail.  Able to see tasks through to completion, ensuring they are completed on time or to deadlines and to a high degree of accuracy.  Able to be innovative and creative.  Ability to work outside of normal working hours to meet the needs of the service  Ability to meet the travel requirements of the post.  Compliance with health and safety rules, regulations and legislation  Commitment to Equal opportunities | Interview/application form |