**Person Specification**

**Job title: Move On 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.**

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| **Essential Criteria** | | **Method of Assessment** |
| **Experience** | Experience of working within a housing, homelessness or support related service. | Application Form / Interview |
| Experience of supporting vulnerable people | Application Form / Interview |
| Experience of building relationships with accommodation providers | Application Form / Interview |
| A good track record of providing and delivering effective solutions for housing, vulnerable people, and homeless people. | Application Form / Interview |
|  | Experience of working with a range of partners to deliver innovative housing solutions. | Application Form / Interview |
| **Skills, Knowledge, Ability (including ability**  **to develop knowledge,**  **skill or experience)** | Knowledge of current Housing and Homelessness legislation. | Application Form / Interview |
| In depth knowledge of vulnerable people and the housing challenges they can face. | Application Form / Interview |
| Ability to deal with people effectively and sympathetically in sometimes difficult and sensitive situations. | Application Form / Interview |
| Ability to liaise with other agencies in order to achieve the best results for all concerned. | Application Form / Interview |
|  | Ability to write, implement and support people through support plans. | Application Form / Interview |
|  | Be able to communicate effectively using a variety of methods to share and obtain information. Be computer literate and be able to prepare documents, record information and input data**.** | Application Form / Interview |
|  | A caring approach and a desire to achieve a high quality of life for customers and to deliver high quality tailored services to meet their needs and exceed expectations. | Application Form / Interview |
|  | Ability to organise a caseload and work with minimum supervision but also be able to work as part of a team and support other colleagues in their roles. | Application Form / Interview |
|  | Able to persuade, negotiate and influence effectively while being confident and self-assured when meeting new people. | Application Form / Interview |
|  | Ability to adapt behaviour to suit situations as well as being able to deal with opinions and feelings while also concealing your own emotions or feelings. | Application Form / Interview |
|  | Pay attention to detail especially while handling facts, figures and numerical data. | Application Form / Interview |
|  | Able to see tasks through to completion, ensuring they are completed on time or to deadlines and to a high degree of accuracy. | Application Form / Interview |
|  | Ability to be innovative and creative | Application Form / Interview |
| **Work Related Circumstances/**  **Values of the Council** | Commitment to Equal Opportunities | Application Form / Interview |
| Compliance with health and safety rules, regulations, and legislation | Application Form / Interview |
| Ability to meet the travel requirements of the role | Application Form / Interview |
|  | A requirement to work out of normal office hours as part of the homelessness out of hours service | Application Form / Interview |