**Person Specification**

**Job title: Senior Homeless Reduction 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** | 1. Significant experience of working in housing / homelessness with some line management experience | Application Form / Interview |
| 2. A good track record of providing effective homelessness services which support homeless and / or vulnerable people. | Application Form / Interview |
| 3. Experience of working with a range of housing partners to deliver innovative housing solutions. | Application Form / Interview |
| 4. Experience of leading staff to deliver front-line homelessness services to positive outcomes & providing advice and guidance to them | Application Form / Interview |
|  | 5. Experience of monitoring temporary accommodation to ensure placements are suitable, appropriate, and kept to a minimum | Application Form / Interview |
|  | 6.Experience of working in a fast-paced office environment with high caseloads | Application Form / Interview |
| **Skills, Knowledge, Ability** | 1.Good Knowledge of the Homeless Reduction Act 2017, Code of Guidance, Case Law and Homeless Legislation | Application Form / Interview |
| 2. In depth knowledge of vulnerable people and the housing challenges they can face | Application Form / Interview |
| 3. Knowledge of Local Housing Authority functions and the workings of local government. | Application Form / Interview |
| 4. Ability to negotiate, persuade and influence others to achieve successful outcomes. | Application Form / Interview |
|  | 5.Ability to line manage & motivate staff, as well as promoting team work | Application Form / Interview |
|  | 6.Excellent communication skills, including responding to MP / Councillor Enquiries and other correspondence for managers. | Application Form / Interview |
|  | 7. 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 |
|  | 8.Able to conceal emotions or feelings in the workplace, deal with opinions and feelings as well as facts, figures and numerical data. | Application Form / Interview |
|  | 9.Able to be innovative and creative. | Application Form / Interview |
|  | 10.Abiility to adapt behaviour to suit situations, have a high level of resilience | Application Form / Interview |
| **Work Related Circumstances/**  **Values of the Council** | Commitment to Equal Opportunities | Application Form |
| Compliance with health and safety rules, regulations, and legislation | Application Form |
| Ability to any travel requirements of the role | Application Form |
|  | Ability to work outside of office hours | Application Form / Interview |