**Person Specification**

**Job title: Senior Strategy 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.**

**Each listed requirement will state how it will be assessed e.g. application form, interview, online assessment, work-based test and certificate.**

| **Essential Criteria** | | **Method of Assessment** |
| --- | --- | --- |
| **Qualifications** | Degree level qualified or relevant qualification or experience. | Application form |
| **Experience** | Working within a housing related organisation | Application form/interview |
| Evidence of understanding a Local Authority’s strategic housing function and best practice regards existing and proposed housing strategies and policies | Application form/interview |
| Experience of researching best practice and development of strategies | Application form/interview |
| Knowledge of the key issues facing housing and service users | Application form/interview |
| Knowledge of Housing legislation and development of projects which determine housing need/s | Application form/interview |
| **Skills, Knowledge, Ability (including ability**  **to develop knowledge,**  **skill or experience)** | Formulating reports and presentation to communicate key findings | Application form/interview |
| Working with senior officers and Members | Application form/interview |
| Working within performance management frameworks | Application form/interview |
| Liaising with partners to deliver objectives and outcomes | Application form/interview |
| Ability to use IT systems competently and efficiently | Application form/interview |
| Excellent verbal and written communication skills, including the ability to prepare quality written reports, policies and strategic documents to strict deadlines. | Application form/interview |
| Strong planning and organisational skills with the ability to manage a varied workload against conflicting demands and timescales. | Application form/interview |
| Ability to think strategically and analytically to produce clear and structured policies, procedures and strategies  Ability to collate and analyse information and complex data. | Application form/interview |
| Understanding of the concepts of strategy and policy development, best value, performance management, research and engagement and partnership working. | Application form/interview |
| Ability to work independently with little supervision as well as demonstrate a positive team ethic. | Application form/interview |
| Excellent negotiation and influencing skills | Application form/interview |
| Able to deal with and analyse policy implications as well as facts, figures and numerical data. | 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 comply with the Councils values of:   * We innovate * We enable * We respect. | Application form/interview |
| Be socially confident and self-assured when working within a team, developing relationships with new people and outlining what is required to others | Application form/interview |
| Strong attention to detail. | 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 |
| Able to be innovative and creative | Application form/interview |
| Understand the need for confidentiality and the importance of control of sensitive information | Application form/interview |
| Be flexible and self-motivated and able to deliver to deadlines | Application form/interview |
| Comfortable working with people at all levels of the organisation – including senior officers and Members | Application form/interview |
| Commitment to delivering services with a strong customer focus | Application form/interview |
| Ability to work outside of normal working hours to meet the needs of the service  Ability to meet the travel requirements of the post.  Committed to continuous improvement | Application form/interview |