

**Rochdale Borough Council
Person Specification**

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| Service : | Economy & Place | Post: | Housing Team Lead (Supported Housing) |
| Section : | Strategic Housing (Property) | Post Number : | |
| Job Ref: | | Grade: | 8 |

Note to Applicants:

The *Essential Criteria* are the qualifications, experience, skills or knowledge you **MUST SHOW YOU HAVE** to be considered for the job.

The *How Identified* column shows how the Council will obtain the necessary information about you. If the *How Identified* column says the **Application Form** next to an *Essential Criteria* you **MUST** include in your application enough information to show **how** you meet this criteria. You should include examples from your paid or voluntary work.

The Council is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects staff to share this commitment.

| Essential criteria | | How Identified: AF Application Form I Interview A Assessment |
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| (a) Special Working Conditions | | |
| 1 | Attendance at evening or weekend meetings, as directed, will be expected for which compensatory leave will be given in accordance with the local scheme. | AFI |
| 2 | Willingness to undertake and participate in training and development activity | AFI |
| 3 | Please confirm you are willing and able to travel in the course of your duties for which appropriate allowances will be paid. | AFI |
| 4 | Full current Driving Licence required to legally drive in the UK | AF |
| (b) Qualifications and Experience | | |
| 5 | Minimum of 3 years' experience working in an applicable regulatory environment | AFI |
| 6 | Approved HHSRS Surveyor | AF |
| 7 | Experience in using & knowledge of the requirements of PACE (Police & Criminal Evidence Act) | AFI |
| 8 | Experience of staff supervision | AFI |
| 9 | Experience in the proper service of statutory notices and other legal documents in accordance with written authorisation and scheme of delegation of the Local Authority. | AFI |
| 10 | Experience in the preparation of case files for prosecution, and representing the Council and Court | AFI |
| 11 | Experience of using computer and information systems i.e. Word, Excel, PowerPoint, Email and the internet. | AFI/A |
| 12 | Please provide details of your experience of corporate policies regarding data protection, safe guarding, Freedom of Information requests, and Councillor enquiries. | AFI |
| 13 | Experience of project work, preferably within a housing context, contributing to the development of new projects and experience of working within an extended team drawn from a range of agencies/departments, including new policies/strategies. | AFI |

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| (c) Skills and Knowledge | | |
| 14 | Sound knowledge of legislation and best practice relating to Housing and the Housing Health & Safety Rating System. | AFI/A |
| 15 | Knowledge of the minimum standards and fire safety requirements for Houses in Multiple Occupation. | AFI/A |
| 16 | Ability to interpret and apply legislation, particularly relating to Supported Housing. | AFI/A |
| 17 | Willingness to interpret complaint trends and use the data to develop and deliver effective targeted interventions | AFI |
| 18 | Ability to communicate complex information effectively both in writing and verbally to a range of audiences | |
| 19 | Ability to work closely with partners and to develop positive working relations | AFI |
| 20 | Ability to show sound judgement in the making and implementation of decisions | AFI |
| 21 | Awareness of Health and Safety issues both in the workplace and whilst undertaking property surveys | AFI |
| 22 | Please give details of your ability and drive to identify required work / tasks relevant to the role, with the confidence and capability to use own initiative and motivate ones' self. | AFI |
| (d) Behaviours and Values | | |
| 23 | <p>Approach the job at all times using our corporate values</p> <ul style="list-style-type: none"> • Proud of the difference we make • Passionate about the diversities of the Borough • Pioneering and Open in our Approach <p>Please confirm you are willing to adhere to these values and behaviours.</p> | AFI |