

**Rochdale Borough Council
Person Specification**

Service :	Economy & Place	Post:	Housing Supply Officer (1 year fixed term)
Section :	Strategic Housing (Property)	Post Number :	
Job Ref:		Grade:	6

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
(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
(b) Qualifications and Experience		
4	Please give details of your experience of working in a strategic housing / housing development / social housing / local authority / legal environment.	AFI
5	Experience of using computer and information systems i.e. Word, Excel, PowerPoint, Email and the internet.	AFI/A
6	Please provide details of your experience of corporate policies regarding data protection, safe guarding, Freedom of Information requests, and Councillor enquiries.	I
(c) Skills and Knowledge		
7	What is your in depth knowledge and understanding of housing issues and the implications, priorities and challenges across sectors and in related areas; for example housing development, housing markets, social housing, registered housing providers, homelessness, private sector housing and empty properties?	AF
8	What is your ability to read and understand complex data; for example legislation, case law and government guidance and interpret and identify relevant points in relation to Council policies, strategies and priorities, with the ability to collect, collate and analyse relevant data to understand implications of such?	AF
9	Please provide examples of your ability to work in partnership with other agencies in order to achieve common goals.	I
10	Please provide examples of your excellent communication and presentation skills, with ability to present complex information in plain, understandable language for a range of audiences.	AFI

11	Please provide examples of your ability to work under pressure and to tight deadlines.	AF
12	Please provide examples of your excellent ICT skills, including the ability to manipulate data through word processing / spreadsheets without the need for further training / support.	AF
13	Please provide examples of your excellent interpersonal skills, including the ability to be tactful and diplomatic in dealing with sensitive issues and circumstances.	I
14	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.	I
(d) Behaviours and Values		
15	<p>Approach the job at all times using our corporate values</p> <ul style="list-style-type: none"> • Pioneering and Open in our approach - we are ambitious for the people and place of Rochdale and will think creatively about how to deliver the best possible outcomes, working collaboratively with local people and partners. • Proud of the difference we make - we'll celebrate and share our achievements and act as ambassadors for the borough of Rochdale. • Passionate about the diversity of the borough - we love the diversity within our workforce and local communities and will strive for excellence in meeting their different needs and aspirations. <p>Please confirm you are willing to adhere to these values and behaviours.</p>	AFI
Desirable criteria		How Identified: AF Application Form I Interview A Assessment
(e) Qualifications and Experience		
16	NA	
(f) Skills and Knowledge		
17	NA	
18	NA	
(g) Behaviours and Values		
19	If applying as part of the Armed Forces Scheme: Please confirm your last long-term employer was the Armed Forces.	AF/I
20	If applying as part of the Armed Forces Scheme: Please confirm you have been looking for a job for 6-24 months since you left the Armed Forces.	AF/I