



| Person Specification | | | |
|----------------------|------------------------------------|--------------|---------------------------------|
| Post title | Principal Housing Delivery Officer | Grade | L / £42,839 - £44,075 per annum |

*** This post is exempt from the provisions of the Rehabilitation of Offenders Act – applicants must disclose all criminal convictions including those which are ‘spent’, in addition to any cautions and bindover orders received in the last 12 months ***

To be successful in this role you will need to demonstrate how you meet the criteria below at application & interview stage.

| Shortlisting Number | Criteria | Method of assessment |
|--------------------------------------|---|----------------------|
| Skills, knowledge, experience | | |
| S1 | Experience of working as part of a team in a large organisation. | CV/SS, I |
| S2 | Experience of understanding and applying complex legislation. | CV/SS, I |
| S3 | Commitment to develop new knowledge and undertake appropriate training to attain and maintain a suitable understanding of legislation, case law and codes of practise/guidance relating to homelessness, allocations and private sector housing. | CV/SS, I |
| S4 | Ability to plan and manage the delivery of projects within agreed timescales. | CV/SS, I |
| S5 | Experience of developing relationships internally and externally, working with partners to deliver shared goals and outcomes. | CV/SS, I |
| S6 | Excellent organisational, time and prioritisation management skills. With the ability to plan and manage their own workloads taking account of conflicting priorities to achieve objectives on time to the agreed standard. | CV/SS, I, T |
| S7 | Excellent ICT skills with the ability to learn to use bespoke software (e.g. systems for the recording of homelessness and allocations). The ability to fully utilise standard Microsoft software packages (including SharePoint, Excel, Powerpoint and Outlook). | CV/SS, I, T |
| S8 | Highly developed numerical, analytical and problem-solving skills. | CV/SS, I |
| S9 | Ability to research subject matter and provide critical analysis. | CV/SS, I |

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| S10 | Experience of dealing with the public in an empathetic sensitive and confidential manner ensuring the highest levels of customer care. | CV/SS, I |
| Personal attributes and circumstances | | |
| P1 | You must adhere to the “Knowsley Better Together” staff qualities; Integrity, Accountability, Communication and Respect | I |
| P2 | Developing self and others – A commitment to continuous professional development. Ability to question and request appropriate training and development that links to the post, to seek opportunities that add to skills and knowledge, to respond positively to opportunities that arise and to support others’ learning and share learning with others. | I |
| Communication | | |
| C1 | A demonstrable willingness to share information and work with other people, including the ability to listen, communicate with and understand others, taking account of other people’s points of view. | CV/SS, I |
| C2 | Excellent communication skills: <ul style="list-style-type: none"> • The ability to prepare a range of written documents to include customer/MP/Elected Member responses, strategies/policies and reports which are concise and adopt the appropriate style to the audience for which they are intended. • The ability to converse verbally in a range of circumstances – one to one conversation, in meetings and in delivering presentations. | CV/SS, I, T, P |
| Qualifications | | |
| Q1 | Educated to degree level and/or an equivalent qualification in housing, or demonstrate suitable professional experience. | CV/SS, C |
| Q2 | GCSE Maths and English grade A – C or equivalent | CV/SS, C |

CV/SS = Curriculum Vitae/Supporting Statement **A** = Application Form **C** = Certificate **E** = Exercise **I** = Interview
P = Presentation **AC** = Assessment Centre **T** = Test

Where the post involves working with children, in addition to a candidate's ability to perform the duties of the post, the interview will also explore issues relating to safeguarding and promoting the welfare of children, including:

- **Motivation to work with children and young people.**
- **Ability to form and maintain appropriate relationships and personal boundaries with children and young people.**
- **Emotional resilience in working with challenging behaviours.**
- **Attitudes to use of authority and maintaining discipline**

We have a positive attitude to the employment of disabled people and guarantee an interview to those who meet **all** the necessary criteria of the person specification.