

**Part A**

The following criteria (experience, skills and qualifications) will be used to short-list at the application stage:

**Essential**

- Track record of providing advice and guidance to private landlords, tenants and other stakeholders.
- Knowledge of and ability to interpret current housing legislation and housing related policies and issues.
- Knowledge of housing management practices especially issues and good practice related to the Private Rented Housing.
- Demonstrable experience of working in a multi-disciplinary project team, with professional partners and stakeholders.
- Experience of delivering, co-ordinating and implementing housing related projects or interventions
- Track record of maintaining systems and procedures, presenting complex information in an easily understood format for a variety of audiences
- Ability to support staff, allocate work and oversee day to day operational issues.
- Ability to work on own initiative and as part of a team
- Excellent organisational, workload management and negotiation skills
- Excellent, written, oral communication skills and IT literate

**Desirable**

- Experience of working in a local government environment
- Experience of developing and delivering training programmes
- Educated to HNC level or a professional qualification in housing or related field
- Certified competency in the Housing Health and Safety Rating System.

**Part B**

In addition to seeking further evidence on the above criteria the following will also be explored at the interview stage

- Approach to providing advice and delivering difficult messages
- Experience of delivering, co-ordinating and implementing housing related projects or interventions
- Experience of developing and maintain information systems and producing reports
- Approach to supporting staff and manage own and a team workload.
- Approach to developing and managing relationships with customers and partners

**Additional Requirements**

- Able to work out of hours when necessary
- Full driving license or means of mobility support