

Person Specification Investment and Development

Housing Delivery Assistant

Part A

Experience:

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

- Excellent interpersonal, written and oral communication skills
- Able to manage competing priorities and work to planned timescales through work prioritisation and personal initiative
- Excellent organisation skills
- Able to accurately maintain systems, documentation and business processes
- Able to demonstrate commitment to team ethos with a flexible approach to work
- Able to use Windows, Microsoft Office and web based systems
- Able to demonstrate a commitment to equalities and anti-discriminatory practice

Part B

The following criteria will be further explored at the interview stage:

- Ability to carry out research projects and present findings in an appropriate format
- Approach to communicating with a diverse range of people
- Ability to organise and prioritise workload effectively
- Team working
- Commitment to equalities and anti-discriminatory practice