

## **Person Specification**

### **Senior Active Inclusion Officer**



#### **Part A**

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

#### **Essential**

- 1 Knowledge of one or more of the following areas: homelessness, housing advice, social and financial inclusion
- 2 Experience of one or more of the following: database management, performance management, analysis, producing reports, guidance and information
- 3 Experience of influencing partners to secure the Council's aims
- 4 Evidence of problem solving skills and of delivering service change
- 5 Able to interpret national legislation and policy to inform good practice, and provide advice and guidance on internal systems and processes
- 6 Able to translate policy aims into delivery, commissioning and financial systems
- 7 Effective communication, interpersonal and IT skills
- 8 Commitment to making a demonstrable difference to vulnerable people and promoting equality in all areas of service delivery

#### **Part B**

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

- Effective communication and interpersonal skills
- Delivering training programmes
- Commitment to equality for vulnerable service users