

BROXTOWE BOROUGH COUNCIL

PERSON SPECIFICATION

Independent Living Team Leader

Specification Type	Requirements	E/D	Measurement
Qualifications & Training	Level 4 or above Housing or care related qualification or detailed experience in a housing or older person's environment	E	1,3,4
Qualifications & Training	Management qualification or equivalent experience	E	1,3,4
Qualifications & Training	Membership of the Chartered Institute of Housing or other equivalent professional body	D	1,3,4
Qualifications & Training	Commitment to continuing personal development	E	1,3
Knowledge & Experience	Knowledge of providing tailored housing solutions for older people	E	1,2,3
Knowledge & Experience	Detailed knowledge of assessing the needs of older people to maintain their independence, reduce loneliness, stay fit and healthy and make a positive contribution	E	1,2,3
Knowledge & Experience	Experience of working with other partners to develop plans to support vulnerable people	E	1,3
Knowledge & Experience	Detailed knowledge and understanding of safeguarding issues and vulnerable adults	E	1,3
Knowledge & Experience	Knowledge of current housing legislation relating to tenancy sustainment and maintaining independence within an Independent Living environment	E	1,3
Knowledge & Experience	Experience of managing highly performing teams to meet performance targets	E	1,3
Knowledge & Experience	Knowledge of basic health and safety issues relating to older people and building management	E	1,3
Knowledge & Experience	Experience of working effectively with stakeholders and partner agencies	E	1,3
Knowledge & Experience	Knowledge of GDPR legislation	E	1, 3
Knowledge & Experience	Experience of using a range of IT packages, including Microsoft Outlook	E	1,2,3
Knowledge & Experience	Knowledge of delivering a Lifeline and telecare technology service within a housing environment	D	1, 3
Knowledge & Experience	Knowledge of effective budgetary and resource management	D	1, 3
Knowledge & Experience	Experience of implementing scheme improvement plans	D	1, 3
Knowledge & Experience	Experience of managing the re-designation of Independent Living schemes	D	1, 3
Knowledge & Experience	Commercial knowledge	D	1,3

Specification Type	Requirements	E/D	Measurement
Skills & Abilities	Commitment to achieving continual service improvement and improved outcomes for customers, including investigating and responding to customer complaints	E	1,3
Skills & Abilities	Flexible approach to meet the needs of a demanding service. Ability to meet challenging deadlines and emergency situation and work under pressure to include multi-tasking and delegate appropriately	E	1,3
Skills & Abilities	Excellent interpersonal skills, including influencing, negotiating and diplomacy	E	1,3,
Skills & Abilities	Excellent oral and written communication skills with an ability to adopt a variety of suitable communication methods including writing reports and presentation skills	E	1,2,3
Skills & Abilities	Creative approach to problem solving, confidence to make decisions	E	1,3
Skills & Abilities	Professional and calm approach	E	1,3
Skills & Abilities	Good planning and organisational skills including project management skills and excellent time management	E	1,2,3
Skills & Abilities	Ability to manage change in a positive manner	E	1,3
Skills & Abilities	Ability to lead and contribute at meetings	E	1,3
Skills & Abilities	Ability to build and maintain good relationships to secure cooperation with colleagues and partner agencies	E	1,3
Other Requirements	Enthusiastic and self-motivated	E	1,3
Other Requirements	Commitment to provide excellent customer care	E	1,3
Other Requirements	Understanding of and commitment to equal opportunity and diversity	E	1,3
Other Requirements	Willingness to work out of office hours to attend meetings	E	1,3

Car Allowance:

This post carries a designated car user status.

E/D:

Essential (E)

Desirable (D)

Measure:

1. Application form
2. Test after shortlisting
3. At interview
4. Documentary evidence
5. Other [please specify]