

## PERSON SPECIFICATION

### Senior Communities Officer (Violence and Domestic Abuse)

| Specification Type                | Additional/changed requirements   | E/D | Measure |
|-----------------------------------|---|-----|---------|
| <b>Personal Skills</b>            | Ability to work within and manage a diverse team  | E   | 1, 3    |
| <b>Personal Skills</b>            | Able to represent the Council at a senior level, including effective interpersonal and presentation skills                    | E   | 1, 3    |
| <b>Personal Skills</b>            | Able to work under pressure, manage own workload, prioritising work and that of others  | E   | 1, 3    |
| <b>Personal Skills</b>            | Good planning, time management and organisational skills  | E   | 1, 3    |
| <b>Personal Skills</b>            | Ability to make considered decisions  | E   | 1, 3    |
| <b>Personal Skills</b>            | Proficient use of IT systems  | E   | 1, 3    |
| <b>Personal Skills</b>            | Must be assertive, show initiative, be enthusiastic and self-motivated and have the ability to influence others               | E   | 1, 3    |
| <b>Personal Skills</b>            | Ability to work independently and as part of a team   | E   | 1, 3    |
| <b>Personal Skills</b>            | Ability to empathise and communicate well with vulnerable people, people with multiple needs with a wide variety of audiences | E   | 1, 3    |
| <b>Personal Skills</b>            | Strong verbal & written communication skills  | E   | 1, 3    |
| <b>Personal Skills</b>            | Able to meet deadlines  | E   | 1, 3    |
| <b>Personal Skills</b>            | High level of customer care   | E   | 1, 3    |
| <b>Personal Skills</b>            | Understanding of and commitment to the principles of equality & diversity   | E   | 1, 3    |
| <b>Personal Skills</b>            | Ability to maintain clear and concise records   | E   | 3       |
| <b>Experience</b>                 | Local Government or related experience  | E   | 1, 3    |
| <b>Experience</b>                 | Managing and supervising staff  | D   | 1, 3    |
| <b>Experience</b>                 | Partnership working and working with diverse community groups   | E   | 1, 3    |
| <b>Experience</b>                 | Experience of working in a customer focussed service  | E   | 1, 3    |
| <b>Experience</b>                 | Experience of working with vulnerable people from a variety of backgrounds  | E   | 1, 3    |
| <b>Attainments/Qualifications</b> | Educated to Degree or Equivalent  | E   | 1, 3, 4 |
| <b>Attainments/Qualifications</b> | Relevant qualification or experience  | E   | 1, 3, 4 |
| <b>Attainments/Qualifications</b> | Management qualification or experience  | D   | 1, 3, 4 |
| <b>Knowledge</b>                  | A knowledge and understanding of relevant legislation   | D   | 1, 3    |
| <b>Knowledge</b>                  | An understanding of Domestic Homicide Reviews   | D   | 1, 3    |
| <b>Knowledge</b>                  | An understanding of working with complex need and adult and child Health and Social Care systems and                          | D   | 1, 3    |

| <b>Specification Type</b>   | <b>Additional/changed requirements</b>   | <b>E/D</b> | <b>Measure</b> |
|-----------------------------|--|------------|----------------|
|                             | community sector support services for vulnerable people including referral pathways  |            |                |
| <b>Knowledge</b>            | An understanding of data protection requirements                                     | <b>E</b>   | <b>1, 3</b>    |
| <b>Knowledge</b>            | An understanding of the role of Local Strategies and Partnerships within local areas | <b>D</b>   | <b>1, 3</b>    |
| <b>Knowledge</b>            | An understanding of financial management and Budgeting within projects               | <b>D</b>   | <b>1, 3</b>    |
| <b>Special Requirements</b> | Willingness/ability to work outside of office hours, must be flexible and responsive | <b>E</b>   | <b>1</b>       |
| <b>Special Requirements</b> | Willingness to undertake learning and development                                    | <b>E</b>   | <b>1, 3</b>    |

**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]