

Person Specification

Job Title	Principal Allocations Manager
Grade	PO4
Service/Section	Allocations and Temporary Accommodation
Directorate	Housing and Safer Communities

Method of Assessment: AF= Application Form, T = Test, P = Presentation, I = Interview

Shortlisting Criteria: Essential criteria assessed via application form should be used to shortlist.

Criteria	Method of Assessment	Essential/ Desirable
Knowledge		
1. A comprehensive knowledge and understanding of allocations and homelessness legislation, policy and best practise and an ability to advise managers and staff delivering frontline services.	AF/I/T	E
Skills and Abilities		
1. Ability to project manage decant strategies and manage the financial progression of the project	AF/I	D
2. Excellent knowledge and understanding of the role of partnership working to deliver housing services that support people in housing need.	AF/I	D
3. Knowledge and understanding of performance management and ability to analyse data, to identify under performance and to work with managers to implement improvement plans	AF/I	E
4. Strong problem solving and negotiation skills, and a proven ability to devise and implement changes to policy and procedures and to improve services	AF/I	E
5. Excellent written and oral communication skills and the ability to communicate effectively with customers, colleagues, elected Members, and other stakeholders; to prepare presentations letters and reports to a high standard	AF/I/T	E
6. Effective management skills and ability to achieve high standards of performance, to minimise sickness absence, to improve		

standards and to encourage the learning and development of staff.	AF/I/T	E
Experience		
7. Experience of policy, project management, partnership development and/or service improvement work within an organisation providing frontline housing services	AF/I	E
Equal Opportunities		
Understanding of and commitment to the Council's equal opportunities policies and ability to put into practice in the context of this post.	AF/I	E
Managers/Supervisors only		
(see management standards guidance for full descriptions) • Leadership levels I, II or III • Communication levels I, II or III • Performance Management levels I, II or III	 	