

Person Specification

Job Title	Contract and Commissioning Monitoring Officer
Grade	PO2
Service/Section	Housing Inclusion Service
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		
<ol style="list-style-type: none"> 1. Knowledge of support and care services for vulnerable adults, rough sleepers and young people. 2. Understanding of the role of partner organisations and stakeholders, including Housing Services, Health, Social Services, and the voluntary sector 	AF/I AF/I	E D
Skills and Abilities		
<ol style="list-style-type: none"> 3. Ability to plan, monitor and evaluate own workload and deal with conflicting priorities and ensure deadlines and objectives are met. 4. Good literacy and numeracy skills, including the ability to write clear, concise reports and briefing papers. 	AF/I AF/I/T	E E
Experience		
<ol style="list-style-type: none"> 5. Experience of commissioning, managing contract compliance or grant administration, e.g. monitoring services against service objectives 6. Experience of expressing plans and ideas clearly and concisely, both in writing and verbally to a range of audiences. 7. Service delivery experience in Housing including, Supported Housing, Health, Social Services, or a relevant voluntary sector setting, where support is provided to vulnerable people. 	AF/I AF/I/T AF/I/T	E D D

8. Experience of involving service users, providers and stakeholders in the development and/or evaluation of Services.	AF/I	E
Equal Opportunities		
9. A good understanding of equality and diversity and issues surrounding disadvantage and discrimination and a commitment to provide fair and accessible service to all sections in the community	AF/I	E
Other Requirements		
10. Willingness to work outside office hours as required.	A	E