

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		
1. Knowledge of support and care services for vulnerable adults, rough sleepers and young people.	AF/I	E
2. Understanding of the role of partner organisations and stakeholders, including Housing Services, Health, Social Services, and the voluntary sector	AF/I	D
Skills and Abilities		
3. Ability to plan, monitor and evaluate own workload and deal with conflicting priorities and ensure deadlines and objectives are met.	AF/I	E
4. Good literacy and numeracy skills, including the ability to write clear, concise reports and briefing papers.	AF/I/T	E
Experience		
5. Experience of commissioning, managing contract compliance or grant administration, e.g. monitoring services against service objectives	AF/I	E
6. Experience of expressing plans and ideas clearly and concisely, both in writing and verbally to a range of audiences.	AF/I/T	D
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/T	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