

FIRST CHOICE HOUSING ASSOCIATION LTD

Person Specification / Competency Profile

Development Officer

(Essential criteria unless indicated)

	Qualifications	Assessed
1	Degree or equivalent relevant professional qualification (Desirable) (1 or 3 essential)	Application
2	Evidence of continuing professional development (Desirable)	Application + Interview
Knowledge and Experience		
3	Experience of housing development or in a related field (Desirable) (1 or 3 essential)	Application
4	Understanding of the housing needs of vulnerable individuals particularly people with learning disabilities and awareness of the impact on housing provision (Desirable)	Application + Interview
5	Demonstrable ability to plan and prioritise effectively in order to achieve targets and meet deadlines	Application + Interview
6	A clear understanding of working within a regulatory framework	Application + Interview
7	Computer literate, to include Word , Excel and databases	Application
8	Ability to negotiate with external agencies, consultants,	Application + Interview
9	Demonstrable ability to project manage programmes of work	Application + Interview
10	Experience of developing effective relationships with a wide range of external partners in the statutory and voluntary sector	Application + Interview
11	Proven understanding and experience of promoting equality in employment and service delivery	Application
Communication		
12	Proven experience of communicating effectively at all levels	Application + Interview
13	Ability to speak Welsh (Desirable)	Application
Personal qualities		
14	Committed to the aims and ambitions of First Choice and broader issues of Social Housing	Application
15	A confident and effective decision maker	Application
16	Resilient and robust with a positive outlook	Application
17	A dynamic and energetic personality with a high degree of personal drive	Application + Interview
18	Capable of delivering results to tight deadlines and under pressure	Application + Interview
19	Commitment to high quality customer focused services, best practice and Best Value in all aspects of First Choice's operation	Application + Interview
Other		
20	Full driving licence	Application
21	Access to a roadworthy vehicle	Application
22	Strong commitment to equality of opportunity	Application