



PERSON SPECIFICATION

NOTE TO APPLICANTS:

Whilst all points on the specification are important, 'D' is desirable. Those marked 'E' (essential) are the key requirements. You should pay particular attention to these essential points and provide evidence of meeting them. Failure to do so may mean that you will not be invited for interview.

JOB TITLE: Housing Asset Manager
GRADE: Grade 12
DIRECTORATE: Growth
SERVICE: Regeneration Development & Housing

CRITERIA:

Experience

- Experience of property management in a housing related field (E) A,I
- Experience of contract management (E) A,I
- Experience with property databases (E) A,I
- Familiarity of funding sources (D) A,I
- Experience of complex project delivery (D) A,I
- Experience of commercial negotiations (E) A,I
- Experience of client liaison and business related property advice (E) A,I
- Experience of working in Local Authority property (D) A,I
- Experience of working positively in a team environment (E) A,I
- Experience of working in a customer focused environment (D) A,I

Skills and Abilities

- Ability to communicate with a variety of clients, officers, members, professionals and the public (E) A,I
- Political awareness and sensitivity (E) A,I
- Ability to analyse, prepare and present complex issues and reports in a clear and convincing manner. (E) A,I
- Good judgement and a strong ability to spot and exploit opportunities (E) A,I
- Ability to work on own, prioritise work and deliver projects (E) A,I
- Ability to undertake complicated valuations (D) A,I
- Ability to work as part of a team (E) A,I
- Ability to negotiate and secure best value deals for clients (E) A,I
- Ability to manage and lead a team of staff to deliver projects on time, within budget and to best value (E) A,I

Education/Qualifications/Knowledge

- Professional Member of RICS or similar with significant post qualification experience (D) A,I
- Evidence of commitment to continuing professional development (E) A,I
- Knowledge of the asset management agenda for local authorities (E) A,I
- Knowledge of the property market and factors affecting property value (E) A,I
- Degree in property related subject (D) A,I

Other Requirements

- 37 hours / week (E) A,I
- Full Driving licence (D) A,I
- Available to attend occasional weekend and evening meetings (D) A,I

Commitment to Equal Opportunities

- Demonstrate a knowledge and understanding of equalities and diversity and its impact on the workplace. (E) A,I
- Must be able to show a high level of commitment to equalities and diversity issues in relation to employees and effective service delivery. (D) A,I

Commitment to Service Delivery/Customer Care

- Demonstrate the ability to establish and maintain professional and constructive working relationships with employees and clients focussing on a high level of customer care. (E) A,I

Methods of Assessment key

**A = Application form, C = Certificate, E = Exercise, I = Interview,
P = Presentation, T= Test, AC = Assessment centre**

Relevant competencies and skills will be assessed during the assessment centre and throughout the interview process