

**Newcastle-under-Lyme Borough Council**

**PERSON SPECIFICATION**

**Job Title:** Tenancy Relations Officer

**Grade:** 8

**Post Ref:** NEW

**Date:** Jan 26

<b>FACTOR</b>	<b>ESSENTIAL</b>	<b>HOW ASSESSED</b>	<b>DESIRABLE</b>
<b>(1) Relevant Experience</b>	<p>Extensive working knowledge of, and experience in applying harassment and illegal eviction related legislation and case law.</p> <p>Extensive working knowledge of, and experience in applying tenancy rights related legislation and case law.</p> <p>Experience in mediation or dispute resolution.</p> <p>Experience of taking enforcement action relating to tenancy matters.</p>	Application and interview	<p>Experience of attending court and giving evidence</p> <p>Experience of PACE interviews</p> <p>Experience of issuing financial penalties</p> <p>Experience of working in a Local Authority</p>
<b>(2) Formal Academic Qualifications</b>	Relevant housing qualification (e.g., CIH Level 3 or above)	Application	Degree / relevant qualification in housing, social care or related discipline

<b>FACTOR</b>	<b>ESSENTIAL</b>	<b>HOW ASSESSED</b>	<b>DESIRABLE</b>
<b>(3) Vocational Qualifications and Training</b>		Application	Chartered Institute of Housing (CIH)
<b>(4) Specialist Knowledge</b>	<p>Strong communication skills, both written and verbal, with the ability to explain complex legal information so it is easily understood</p> <p>Ability to manage conflict effectively</p> <p>Strong analytical and problem-solving skills</p> <p>Proficient in using IT systems including case management software</p>	Application and interview	<p>Resilient and able to handle challenging situations calmly and professionally.</p> <p>Experience of prioritising competing demands</p> <p>Experience of achieving performance targets</p>
<b>(5) Special Working Conditions</b>	<p>The role will require visiting clients in their home</p> <p>All employees are required to comply with the Authority's No Smoking Policy.</p> <p>You may be expected to work occasional evenings or weekends to meet service needs</p>	Application and interview	

<b>Competency</b>	<b>How Assessed</b>	
<b>Planning and organising</b>	<ol style="list-style-type: none"> <li>1. Adapts and works effectively in different situations in order to carry out variety of tasks, whilst remaining calm and level headed under pressure.</li> <li>2. Accepts constructive feedback and makes adjustments accordingly.</li> </ol>	
<b>Organisational Development</b>	<ol style="list-style-type: none"> <li>3. Has the ability to set and meet challenging goals, creating own measures and consistently seeks ways of improving performance.</li> <li>4. Awareness of own shortfalls and takes charge of personal development to keep skills up to date whilst developing knowledge within a particular area through learning.</li> </ol>	
<b>Communication</b>	<ol style="list-style-type: none"> <li>5. Communicates information clearly, accurately, positively and in a timely manner.</li> <li>6. Listens attentively and responds thoughtfully to the needs, ideas and opinions expressed by others.</li> <li>7. Demonstrates required skill in all forms of written oral and technological communication.</li> <li>8. Changes communication style and approach to meet the preferences of those with whom they are dealing with or of people from diverse backgrounds.</li> <li>9. Explains reasons for the actions and seeks others opinions.</li> <li>10. Shows an awareness of how their actions affect others.</li> <li>11. Find opportunities to meet people, members and get to know them better, gain trust and understand their point of view.</li> </ol>	
<b>Focusing on our citizens</b>	<ol style="list-style-type: none"> <li>12. Anticipate communities' likely future needs and put plans in place to address them.</li> <li>13. Consult with citizens/councillors/ stakeholders and gather feedback and new ideas to continually improve the service.</li> <li>14. Empowers and supports citizens in planning and decision making to co-design future services.</li> <li>15. Inform citizens/councillors how their views, needs and requests are included in plans or decisions.</li> <li>16. Take pride in the job and in delivering what our communities need; promote these successes and the difference it has made.</li> </ol>	

<p><b>Leadership</b></p>	<p>17. Has the ability to inspire individuals to give their best to achieve a desired result.</p> <p>18. Promotes a trusting and empathetic environment and equality of opportunity.</p> <p>19. Has the ability to motivate and lead a team to ensure effective performance against performance indicators.</p> <p>20. Provides effective leadership and values to the team, passing on own skills and knowledge where possible by using an effective coaching style.</p> <p>21. Praises a job well done.</p> <p>22. Has the ability to delegate the appropriate tasks, taking into consideration others skills and abilities.</p> <p>23. Build and maintain good working relationships with people inside and outside the council, including Councillor, partners and members of the public.</p> <p>24. Champions 'value for money' in their dealing with others. Says 'no' if not good value, explaining reasons why in order to continuously improve service.</p> <p>25. Has the ability to negotiate and influence others to obtain a 'win win' solution.</p> <p>26. Makes decisions confidently and quickly when necessary.</p> <p>27. Involves staff and others in decisions that affect them and invites people to ask questions about decisions.</p> <p>28. Effectively works with partners, whilst establishing new partnerships working and influencing key stakeholders and partners to contribute to the Authority's objectives.</p>	
<p><b>Strategic Thinking</b></p>	<p>29. Creates or contributes to the creation of long term plans for the service area based on the vision for the service area and the overall Authority.</p> <p>30. Creates an environment that encourages and supports others to take calculated risks.</p> <p>31. Considers the implications of plans or proposals on the rest of the council to include partners, stakeholders citizens or councillors.</p>	
<p><b>Managing Change</b></p>	<p>32. Ability to modify style in order to reach goals and to maintain effectiveness within changing environments and with varying responsibilities.</p> <p>33. Is prepared to challenge where others are not seeing the wider implications.</p> <p>34. Anticipate how people will feel about change and take action to help them through.</p> <p>35. Aspire to be better and exceed expectations and promote a positive 'can do' attitude.</p>	

<p><b>Performance Management</b></p>	<p>36. Gathers and gives feedback regularly and constructively on an individual and organisational basis.</p> <p>37. Quickly highlight and deal with unacceptable behaviour and its impact on others.</p> <p>38. Make time to discuss performance, attitude and approach on a regular basis, providing support and guidance and taking action if performance does not improve.</p> <p>39. Evaluate mistakes and learn from them.</p> <p>40. Ensures individuals are clear about their own responsibilities and accountabilities.</p> <p>41. Uphold the Council's reputation by delivering on the community's expectations and encourage others to do the same.</p>	
<p><b>Living the values</b></p>	<p>42. Demonstrates and champions equalities in the treatment of others and in the delivery of services.</p> <p>43. Stand by Council decisions and act in the Councils best interests, putting them above those of the directorate or immediate team/individuals.</p> <p>44. Express pride in what the Council does and uphold the reputation of the Council.</p> <p>45. Demonstrate high standards of personal and professional conduct and be a role model to others.</p> <p>46. Ensure actions are in line with what citizens should expect from Council employees.</p> <p>47. Is prepared to admit to having made a mistake.</p>	
<p><b>Health and Safety</b></p>	<p>48. Demonstrates basic understanding of Health and Safety responsibilities within the workplace.</p> <p>49. Demonstrates an ability to ensure any agreed safety rules or procedures are effectively implemented within their areas of responsibility whilst helping others to understand their responsibilities and obligations.</p> <p>50. Demonstrates an understanding of and ensures adequate resources are provided, responsibilities for health and safety are adequately assigned, accepted and fulfilled at all levels of the organisation and understands the need to ensure that the effectiveness of the arrangements are regularly reviewed and timely corrective action taken when necessary.</p>	

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