**Housing Manager - Person Specification**

|  | **Essential** | **Desirable** |
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| **Experience** | Proven track record in Housing Management (at least Housing Officer level)Managing voids, arrears and estate management experienceFormal Housing Qualification (minimum CIH level 4)Meeting targets and deadlinesDeveloping TenantParticipationManaging staff | Attending Committee meetingsDealing with estate management contractorsMeeting with Residents Forum |
| **Knowledge** | Housing ManagementSHR – Regulatory StandardsProcedures & SystemsContractual and statutory obligationsLegal processes | Housing AssociationMovement |
| **Skills/Abilities** | Excellent Organisational SkillsAbility to motivate/ and be self- motivated.Excellent Written and VerbalCommunicationExcellent Time Management and attendanceGood IT skillsReliableCustomer FocussedDriving licence.High levels of professionalism.A flexible. Approach to working in a small staff teamCommitted to continuous improvement.. | Conducting Public meetingsPresentation Skills |