# **A logo for a press city  Description automatically generatedEMPLOYEESPECIFICATION**

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| **Directorate:** Advice & Community Services | **Section:** Housing Advisory Service |
| **Post No: COAC03006** | **Designation:** Select Move Co-Ordinator | **Grade:** 7(SCP 17 – 20) |

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| **Qualifications:****E** A good level of numeracy and literacy including grade C or above in Maths and English (or equivalent)**E** Evidence of continuing professional development**D** Qualification in Data Analysis (or equivalent experience) |
| **Knowledge:****E**  Awareness of GDPR issues and the handling of sensitive data**E** Excellent knowledge of the Select Move Choice-Based Lettings System**D** Knowledge of the registered providers of social housing who are part of the Select Move partnership**Abilities:****E** An ability to think creatively and problem solve to meet the needs of the partnership**E** To give clear advice and guidance both in writing and verbally to all stakeholders**E** Ability to work to deadlines and prioritise with a minimum of direct supervision**E** Ability to adapt to emerging needs in social housing**Skills:****E** Good organisational skills with an ability to work to timescales, set targets and work under  pressure to achieve them**E** Good interpersonal relationship skills to collaborate with partners, stakeholders and staff**E**  Ability to work across teams in a positive and constructive manner to achieve results**E** Good computer skills and the ability to use appropriate ICT systems to enhance service Delivery**E**  Excellent communication and presentation skills, both verbal and written |
| **Experience:****E** Experience of working on a housing management system**E** ICT systems and equipment experience**E** Experience of working in partnership with internal and external partners**D** Experience of processing/reviewing social housing register applications |
| **Special Requirements:** **E** To lead on the Select Move Operational and Steering Group Meetings **E**  To undertake visits to partner organisations to provide training and updates**D** Driving licence |
| NB E Essential D DesirableDate Produced: April 2024 |