# **A logo for a press city Description automatically generatedEMPLOYEE SPECIFICATION**

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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 Desirable  Date Produced: April 2024 |