## Person Specification

**Housing Manager (Students’ Union)**

**Vacancy Ref:** N2537

### Criteria

<table>
<thead>
<tr>
<th>Essential/ Desirable</th>
<th>Application Form/ Supporting Statements/ Interview</th>
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<tbody>
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</table>
| **Experience of leading and developing a team, engendering good team spirit, and managing your team to deliver against agreed targets and strategic goals.** | Essential  
Application form / supporting Statement / interview |
| **Experience of working in the housing sector (Preferably lettings).** | Essential  
Application form / supporting Statement / interview |
| **Financially numerate, with demonstrable ability to oversee and develop budgets, forecasts and financial management including management accounts variance reporting. Ability to facilitate the management of cost, resources and time.** | Essential  
Application form/ Supporting statement/ Interview |
| **Able to effectively communicate and influence, (both orally and written), including the ability to:** | Essential  
Application form/ Supporting statement/ Interview |
| • establish and maintain effective working relationships with colleagues, contractors and department stakeholders.  
• negotiate with suppliers/ potential customers/ partners to achieve mutually positive outcomes.  
• write clear and concise reports and other professional documentation where required  
• deal sensitively with confidential information |  |
| **Experience in delivering high standards against your organisations values and policies** | Essential  
Application/ interview |
| **Able to convey an appropriate rationale and interest in applying for this particular post within the Students’ Union.** | Essential  
Application form / interview |
| **Strong IT skills with experience of computer-based management systems and databases and appropriate Microsoft applications.** | Essential  
Application form |
| **Experience of delivering against externally defined standards in a business context** | Essential  
Application form/ supporting statement/ interview |
| **Demonstrable drive and commitment to professional success** | Essential  
Interview |
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<tr>
<th>Requirement</th>
<th>Level</th>
<th>Assessment Method</th>
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<tbody>
<tr>
<td>A working knowledge of housing (and in particular lettings) legislation, and areas of best practice.</td>
<td>Essential</td>
<td>Application form/ Supporting statement/ Interview</td>
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<tr>
<td>A working knowledge of the following areas;</td>
<td>Desirable</td>
<td>Application form/ interview</td>
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<tr>
<td>• Risk management</td>
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<td>• Performance measurements and reporting</td>
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<td>Understanding GDPR legislation and how it applies to the departments business</td>
<td>Desirable</td>
<td>Application form/supporting statement</td>
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<td>Experience of managing a property portfolio within the private/ student lettings market</td>
<td>Desirable</td>
<td>Application form/ Supporting statement</td>
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<td>Ability to demonstrate proactive, ongoing and continuous development of business in a changing environment</td>
<td>Desirable</td>
<td>Application form/supporting statement/ interview</td>
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<tr>
<td>Experience of working within the standards of Lancaster Housing Accreditation scheme (or comparable)</td>
<td>Desirable</td>
<td>Application form/ Supporting statement/ Interview</td>
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</table>

- **Application Form** – assessed against the application form, curriculum vitae and letter of support. Applicants will not be asked to answer a specific supporting statement. Normally used to evaluate factual evidence e.g. award of a qualification. Will be “scored” as part of the shortlisting process.
- **Supporting Statements** - applicants are asked to provide a statement to demonstrate how they meet the criteria. The response will be “scored” as part of the shortlisting process.
- **Interview** – assessed during the interview process by either competency-based interview questions, tests, presentation etc.