

## PERSON SPECIFICATION

### INDEPENDENT LIVING COORDINATOR – H51 – H137

Specification Type	Additional/changed requirements	E/D	Measure
<b>Qualifications &amp; Training</b>	Relevant housing or care related qualification or equivalent experience in a housing or older person's environment	E	1,3,4
<b>Qualifications &amp; Training</b>	Educated to GCSE / or equivalent	E	1,3,4
<b>Knowledge &amp; Experience</b>	Experience of working in a customer focused environment	E	1,3
<b>Knowledge &amp; Experience</b>	Knowledge of providing services, the issues affecting older people and assessing the needs of older people	E	1,3,4
<b>Knowledge &amp; Experience</b>	Previous experience of working in a social housing or local authority housing team	E	1,3,4
<b>Knowledge &amp; Experience</b>	Experience of working with other partners to develop plans to support vulnerable people	E	1,3
<b>Knowledge &amp; Experience</b>	Experience of dealing with safeguarding issues	E	1,3
<b>Knowledge &amp; Experience</b>	Knowledge of basic health and safety issues relating to older people and building management	E	1,3
<b>Knowledge &amp; Experience</b>	Knowledge of lifeline and telecare products to support people to live independently	D	1,3
<b>Skills &amp; Abilities</b>	Able to work under pressure, manage own workload and prioritise accordingly	E	1,2,3
<b>Skills &amp; Abilities</b>	Good planning, time management and organisational skills	E	1,3
<b>Skills &amp; Abilities</b>	Ability to make considered decisions	E	1,3
<b>Skills &amp; Abilities</b>	Enthusiastic and self-motivated with a "can do attitude"	E	1,3
<b>Skills &amp; Abilities</b>	Proficient use of IT systems	E	1,2,3
<b>Skills &amp; Abilities</b>	Must be assertive, show initiative, be enthusiastic and self-motivated	E	1,2,3
<b>Skills &amp; Abilities</b>	Ability to work independently and as part of a team.	E	1,2,3
<b>Skills &amp; Abilities</b>	Ability to communicate well to a wide variety of audiences.	E	1,3
<b>Skills &amp; Abilities</b>	Ability to cope with emergency situations	E	1,3
<b>Skills &amp; Abilities</b>	Flexible approach to meet the needs of a demanding service	E	1,3
<b>Skills &amp; Abilities</b>	Strong verbal and written communication skills	E	1,3
<b>Skills &amp; Abilities</b>	Ability to work across different locations	E	1,3
<b>Skills &amp; Abilities</b>	Ability to keep clear, accurate and up to date records	E	1,3
<b>Skills &amp; Abilities</b>	Ability to meet deadlines	E	1,2,3
<b>Skills &amp; Abilities</b>	Ability to build and maintain good relationships with colleagues and partner agencies	E	1,3

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<b>Other Requirements</b>	Understanding of and commitment to the principles of equality and diversity	E	1,3
<b>Other Requirements</b>	Willingness/ability to work outside office hours, must be flexible and responsive.	E	1,3

**Car Allowance:**

This post carries a designated car user status.

**E/D:**

Essential (E)

Desirable (D)

**Measure:**

1. Application form
2. Test after shortlisting
3. At interview
4. Documentary evidence
5. Other [please specify]