

SOUTH DERBYSHIRE DISTRICT COUNCIL - PERSON SPECIFICATION

Directorate: Place and Prosperity - Housing Services	Service: Strategic Housing	Job Title: Housing Strategy and Research Officer
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Qualifications, Professional Membership, Technical Skills

ESSENTIAL	DESIRABLE	HOW ASSESSED
<p>To have specialist knowledge relating to IT systems, data gathering and collation of statistical data</p> <p>The ability to write clear and concise reports and deal with correspondence</p> <p>The ability to understand and interpret complex detailed information to inform policy decisions</p> <p>Previous experience working in a housing or planning environment</p> <p>Understanding of affordable housing tenures</p> <p>GCSE or equivalent in Maths & English Language</p> <p>HNC in Housing Studies or equivalent experience</p>	<p>Experience of working effectively in a Local Authority environment</p> <p>Previous experience in commissioning of research studies</p> <p>Hold a full driving licence and have access to a vehicle to use in connection with work</p> <p>Knowledge of and experience working with Geographical Information Systems (GIS) mapping / advanced Excel such as VLookUp</p> <p>Understanding of the First Homes scheme and other intermediate tenure monitoring</p> <p>Degree in Housing Policy and Practice or equivalent</p>	<p>Application Form / Interview</p> <p>Application Form / Interview</p> <p>Application Form</p> <p>Application Form / Interview</p> <p>Application Form</p> <p>Application / Interview</p> <p>Application Form</p> <p>Application form</p>

Membership of Chartered Institute of Housing
(CIH)

Competency		Level	Essential	Desirable	How Assessed
Achieving Results			<p>Able to manage and monitor own workload and performance to agreed set targets</p> <p>Ability to contribute towards service development</p>		<p>Application Form</p> <p>Interview</p>
Communication			<p>Good communication skills (including spoken and written work) with colleagues, housing providers, developers and Members</p> <p>Ability to tailor communication style to different audiences</p>		<p>Application Form</p> <p>Interview</p>
Creative Thinking			<p>Ability to put forward innovative new ideas and approaches and encourages others to do so.</p>		<p>Application Form</p> <p>Interview</p>
Customer Focus			<p>Treats all customers with respect, sensitivity and dignity</p>		<p>Interview</p>
Decision Making and			<p>Ability to think pragmatically, examining</p>		

Problem Solving		all the options and solutions to inform better decision making		Application Form Interview
Making Change Work		Ability to cope with change and maintain calmness under pressure when working to deadlines		Application Form Interview
Managing Resources, Projects & Processes		Ability to manage time effectively to ensure tasks are completed on time Ability to prioritise tasks and work to deadlines	Previous experience managing projects	Application Form Interview
Organisational Awareness & Commitment		Represents the Council positively	Understanding of how the Council works	Application form
Personal Impact		Ability to adapt style or content to meet the need of the situation or person involved. Effectively builds trust and rapport Ability to work with minimum supervision		Application Form Interview
Working Relationships		Resolves conflict and does not avoid difficult issues Manages and maintains excellent working relationships with partner organisations, external stakeholders and colleagues within the Council		Application Form Interview
Equal Opportunities and Fairness		Ability to demonstrate a commitment to the principles of equal opportunities and fairness in service delivery and/or	Understanding of the Equality Act 2010 and its implications for the	Application Form

		employment.	public sector	Interview
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Date Issued: **January 2026**

Issued by: **Sarah Weller**