

# PERSON SPECIFICATION

**JOB TITLE: New Homes Delivery and Disposals Programme Manager**

**POST NUMBER: 322**

**DEPARTMENT: New Homes**

**DATE: September 2025**

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| **Requirements** |  | **Weighting** | **Assessment Method** |
| Skills | Excellent negotiating skills  Ability to communicate effectively  Excellent influencing skills  Able to present complex issues to a variety of audiences | 3  3  3  3 | A, I  A, I  A, I  A, I |
| Experience | At least 10 years’ experience in the field of residential development and planning  Financial and resource planning  Staff Management  Project Management  Working in a political environment  Implementing key corporate policies and procedures | 3  3  3  3  2  2 | A, I  A, I  A, I  A, I  A, I  A, I |
| Personal Qualities | Good organisational skills  Enthusiastic  Conscientious  Political awareness and sensitivity  Flexible approach to working  Approachable, confident and understanding | 3  3  3  3  3  3 | A, I  A, I  A, I  A, I  A, I  A, I |
| Specific Job Requirements | Ability to lead and manage staff and external consultants  An excellent understanding of affordable housing development and planning  Excellent report writing skills  Project management skills  Computer literate  Financial appraisal and numeracy skills | 3  3  3  3  3  3 | A, I  A, I  A, I  A, I  A, I  A, I  A, I |

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| Qualifications | Suitable experience | 3 | Qualifications |

*Weighting 3 – Essential for the successful performance of the job,*

*2 – Desirable but can be achieved through on the job training or experience,*

*1 – Useful but not essential for successful performance of the job*

*Assessment*

*Application Form A Interview I Tests T*

*References R Presentation P Evidence of Qualifications Q*

**Person Specification**