



Senior Manager

Advice & Support Services

Person Specification

Ref: 776

This post requires that the post holder has the following skills and experience to fulfil the job description. Please address yourself to the points marked * and explain clearly how your experience and knowledge meets each of these requirements. Points marked D are desirable not essential.

Experience:

- * 1. A relevant professional background in the social care/mental health field and significant management experience, with high levels of autonomy and accountability.
- * 2. Experience of strategic and operational planning and policy implementation including risk management.
- * 3. Experience of effective financial/business management including the preparation and management of budgets.
- * 4. Experience of providing effective line management and team supervision and support.
- * 5. Lived experience within your area of expertise (e.g. mental ill health, homelessness) and confidence to use in a way that supports the recovery of others. **(D)**
- 6. Experience of working in a Psychological Informed Environment and providing Trauma Informed Care.

Skills/Ability/Knowledge:

- 7. Self-motivated across a broad spectrum of work and the ability to work under pressure
- 8. An ability and commitment to work effectively in partnership with the Director of Services, the Chief Executive, BHT Board, other members of the Executive Management Team, BHT staff and other organisations
- 9. A high degree of personal energy and drive to work with clients, the community and stakeholders, to meet the aims and strategic objectives of the service area.
- * 10. High levels of resilience, excellent leadership and motivational skills.
- 11. A clear vision for the future development of the service area and a commitment to its long-term success.

12. Well-developed networking, promoting and negotiating skills.
13. Excellent communication skills, both verbal and written and presentational.
14. Ability to explore and develop new opportunities in a highly organised manner.
15. A clear understanding of the role and functions of a local social housing organisation and related services.
16. An ability to implement effective administration systems
17. A high degree of sensitivity and tact in all dealings with people, particularly in supporting people in their personal development.
18. Excellent working knowledge of Microsoft Office applications.

Attitudes:

19. Commitment to Continuous Improvement and trauma informed working
20. Commitment to promoting equality and diversity in all aspects of our work