



Consultant / Associate specification

Experience	<p>Has been employed in housing, regeneration or participation by a local authority, registered social landlord or tenant group; experience of social housing or related field</p> <p>At least one year's recent experience of working in or closely with a large or medium social landlord</p> <p>Successful management of at least two complex projects</p> <p>Specialist knowledge of housing and senior management experience with a local authority or registered social landlord</p>
Housing and government	<p>Good understanding of current Government policies and programmes related to housing</p> <p>Knowledge of: current issues facing registered social landlords and local authorities; housing management practice; tenant participation and tenant management</p> <p>Capable of assessing project brief and preparing tender</p> <p>Analyses issues and makes recommendations</p> <p>Contributes to government consultative processes</p> <p>Capable of proposing a brief to local or central government departments</p>
Project management	<p>Understands tendering process and the cost of a piece of work is part of, or manages, a project team in work of value up to around £50,000</p> <p>Provides project and budget updates for client</p>



Strategy	Contributes to PEP's strategic approach to particular pieces of work, for example how to make the most of a new piece of legislation
Management of people	Day-to-day supervision of 2 - 3 staff Manages a small project team of up to six colleagues
Delivery of work	Manages own workload with a minimum of supervision Produces innovative solutions Manages own workload and delivers a wide range of complex projects Describes and analyses situations and prepares coherent report
Training	Designs, manages and delivers training across a range of topics Delivers training on specialist subjects
Communication	Experience of working with policy makers at a senior level
Values	Commitment to PEP's mission statement Commitment to equality of opportunity in the workplace and in service delivery
Personal characteristics	Able to work with self-discipline from home Flexibly and as part of a team Under pressure