

## PERSON SPECIFICATION

<b>Job Title :                    Development Officer</b>		<b>Employer :-        Lochalsh &amp; Skye Housing Association</b>
<b>Key Criteria</b>	<b>Essential</b>	<b>Desirable</b>
<b>Qualifications and Training</b>	<ul style="list-style-type: none"> <li>◆ A good standard of formal education to Highers level.</li> <li>◆ Construction Design Management (CDM) 2015</li> </ul>	<ul style="list-style-type: none"> <li>◆ Degree/vocational equivalent in a rural-development-related subject</li> <li>◆ Procurement PLS</li> </ul>
<b>Work Experience</b>	<ul style="list-style-type: none"> <li>◆ An open and inclusive operational attitude.</li> <li>◆ A record of multi-disciplinary project development activities</li> <li>◆ Experience of land and property legal transactions</li> <li>◆ A record of business planning and financial forecasting</li> <li>◆ Experience of remote working, utilising communication technologies and other practices in place of face to face communication and an office environment;</li> </ul>	<ul style="list-style-type: none"> <li>◆ Experience of land and building acquisition processes</li> <li>◆ Experience of working in rural areas</li> <li>◆ Experience of contributing to debate at policy level and public forums</li> <li>◆ Experience in the preparation of innovative approaches to entrenched problems</li> <li>◆ Experience of briefing and liaising with design, supervision and cost consultants for individual construction projects.</li> </ul>
<b>Knowledge, Skills &amp; Abilities</b>	<ul style="list-style-type: none"> <li>◆ Excellent interpersonal skills; able to influence and motivate others</li> <li>◆ Excellent presentational and written communication skills</li> <li>◆ Knowledge of the structures and roles of public agencies engaged in rural housing and development.</li> <li>◆ Strong self-discipline to work effectively with minimum supervision and on own initiative;</li> <li>◆ People management skills.</li> </ul>	<ul style="list-style-type: none"> <li>◆ Excellent understanding of development and construction processes</li> <li>◆ Excellent knowledge of the roles and structures of organisations engaged in development support and public service delivery in the H&amp;I</li> <li>◆ Knowledge of project funding sources &amp; application processes.</li> </ul>
<b>Technical Skills</b>	<ul style="list-style-type: none"> <li>◆ Excellent general computer skills (Word, Excel, Web, email, PowerPoint);</li> <li>◆ Comfortable with remote working communications technologies and practices;</li> </ul>	<ul style="list-style-type: none"> <li>◆ More advanced ICT skills</li> <li>◆ Adept at telephone &amp; video conferencing.</li> </ul>
<b>Job Circumstances</b>	<ul style="list-style-type: none"> <li>◆ Strong motivation and enthusiasm for the post and the role</li> <li>◆ Access to own transport</li> <li>◆ Ability to work outwith normal office hours where necessary</li> <li>◆ Full driving licence</li> </ul>	<ul style="list-style-type: none"> <li>◆ Ability to establish contacts within H&amp;I development circles and public agencies</li> <li>◆ Early start date.</li> </ul>