



**PERSON SPECIFICATION**  
**SU Living Manager**  
**Vacancy Ref: 0502-24**

Criteria	Essential/ Desirable	* Application Form/ Supporting Statements/ Interview
Experience of leading and developing a team, engendering good team spirit, and managing your team to deliver against agreed targets and strategic goals.	Essential	Application form / supporting Statement / interview
Experience of working in the housing sector (Preferably lettings)	Essential	Application form / supporting Statement / interview
Financially numerate, with demonstrable ability to oversee and develop budgets, forecasts and financial management including management accounts variance reporting. Ability to facilitate the management of cost, resources and time.	Essential	Application form/ Supporting statement/ Interview
Able to effectively communicate and influence, (both orally and written), including the ability to: <ul style="list-style-type: none"> <li>• establish and maintain effective working relationships with colleagues, contractors and department stakeholders.</li> <li>• negotiate with suppliers/ potential customers/ partners to achieve mutually positive outcomes.</li> <li>• write clear and concise reports and other professional documentation where required</li> <li>• deal sensitively with confidential information</li> </ul>	Essential	Application form/ Supporting statement/ Interview
Experience in delivering high standards against your organisations values and policies	Essential	Supporting statement/ interview
Able to convey an appropriate rationale and interest in applying for this particular post within the Students' Union.	Essential	Application form / interview
Strong IT skills with experience of computer-based management systems and databases and appropriate Microsoft applications.	Essential	Application form
Experience of delivering against externally defined standards in a business context	Essential	Application form/ supporting statement/ interview

Demonstrable drive and commitment to professional success	Essential	Interview
A working knowledge of housing (and in particular lettings) legislation, and areas of best practice.	Essential	Application form/ Supporting statement/ Interview
A working knowledge of the following areas; <ul style="list-style-type: none"> <li>• Risk management</li> <li>• Performance measurements and reporting</li> </ul>	Desirable	Application form/ interview
Understanding of GDPR legislation and how it applies to the departments business	Desirable	Application form/supporting statement
Experience of managing a property portfolio within the private/ student lettings market	Desirable	Application form/ Supporting statement
Ability to demonstrate proactive, ongoing and continuous development of business in a changing environment	Desirable	Application form/ supporting statement/ interview
Experience of working within the standards of Lancaster Housing Accreditation scheme (or comparable)	Desirable	Application form/ Supporting statement/ Interview

- **Application Form** – assessed against the application form, curriculum vitae and letter of support. Applicants will not be asked to answer a specific supporting statement. Normally used to evaluate factual evidence e.g. award of a qualification. Will be “scored” as part of the shortlisting process.
- **Supporting Statements** - applicants are asked to provide a statement to demonstrate how they meet the criteria. The response will be “scored” as part of the shortlisting process.
- **Interview** – assessed during the interview process by either competency-based interview questions, tests, presentation etc.