

COMPETENCY PROFILE & PERSON SPECIFICATION

Eden Housing Association: Director of Resources

1.0 Influencing and Negotiating

- Builds positive relationships with Board Members, Executive Management Team colleagues, managers, staff and partner organisations
- Gains clear agreement and commitment from others by persuading, convincing and negotiating
- Anticipates conflict and handles it constructively
- Expresses opinions, information and key points of argument clearly
- Maintains a positive outlook at work

2.0 Interpersonal Skills

- Adapts interpersonal style to suit different people or situations
- Listens, consults others and communicates pro actively
- Demonstrates integrity and is respected by others
- Communicates clearly and fluently
- Demonstrates an interest in and an understanding of others
- Structures information in a way which meets the needs and understanding of the intended audience

3.0 Strategic Vision

- Takes account of a wide range of factors and the bigger picture
- Analyses and interprets information logically
- Makes rational judgements from the available information & analysis
- Looks at the longer term as well as the present
- Introduces new and creative thinking to strategic issues
- Produces workable solutions to a range of problems

4.0 Leading Change and Delivering Success

- Inspires and motivates Board Members, colleagues and staff to make changes which improve the performance of the organisation
- Shares expertise and knowledge with others
- Takes responsibility for actions, projects and people
- Takes the initiative and works under own direction
- Provides staff with development opportunities and coaching

5.0 Organising and Executing

- Plans activities well in advance and takes account of possible changing circumstances
- Identifies and organises appropriate resources
- Sets high standards for quality and quantity
- Monitors performance against deadlines and milestones
- Works in a systematic, methodical and orderly way
- Demonstrates commitment to the organisation
- Complies with statutory obligations and company policy

6.0 Qualifications, Skills and Knowledge

- Holds a recognised financial qualification (eg ACA, ACCA, CIMA, CIPFA)
- Substantial management experience in a finance function
- ICT literate, particularly spreadsheets and financial modelling
- Appreciation of and commitment to the social housing and/or community development sectors
- Entitled to work in the United Kingdom

METHOD OF ASSESSMENT: CANDIDATE MATCH TO ROLE

	Application Form	Psychometric Assessment	Interview & Presentation	Document Check
Influencing & Negotiating	*	*	*	
Interpersonal Skills	*	*	*	
Strategic Vision	*	*	*	
Leading Change & Delivering Success	*	*	*	
Organising and Executing	*	*	*	
Professional Qualification	*			*
Management Experience	*		*	
ICT literacy	*		*	
Appreciation of Sector	*		*	
Entitlement to work in UK	*			*