

**APEX HOUSING LIMITED
EMPLOYEE SPECIFICATION**

POSITION: Housing & Care Services Manager (1x 37hrs Permanent)

DATE: December 2024

CRITERIA	ESSENTIAL	DESIRABLE
EDUCATION/ QUALIFICATIONS/ ATTAINMENTS	<p>Educated to degree level</p> <p>Professional qualification in Social Work or Nursing</p> <p style="text-align: center;">or</p> <p>QCF Level 5 Diploma in Leadership & Management in Health & Social Care</p> <p>Current membership of NMC (applicable only to qualified nurses)</p>	
RELEVANT EXPERIENCE	<p>5 years managerial experience in a supported living setting</p> <p>5 years staff management experience</p> <p>Experience of building relationships and working with a diverse range of stakeholders</p> <p>Previous experience of working with regulatory bodies (RQIA & Supporting People)</p> <p>Demonstratable experience of policy development, monitoring & report writing</p> <p>Experience of financial monitoring & reporting</p>	Experience of performance management
SPECIALIST KNOWLEDGE/ TRAINING	<p>Implementation of policy into operational practice, ensuring compliance.</p> <p>Knowledge of Adult Safeguarding Process</p>	<p>Contracts management</p> <p>Budgetary control</p> <p>Evidence of continued professional development</p>
PERSONAL SKILLS	<ul style="list-style-type: none"> ▪ Leadership skills ▪ Negotiation skills ▪ Organisational skills ▪ Ability to meet deadlines and cope under pressure. ▪ Project management ▪ Ability to work on own initiative ▪ Excellent interpersonal and team working skills ▪ Excellent written and verbal 	

	communication skills <ul style="list-style-type: none"> ▪ Innovative and forward thinking ▪ Ability to analyse and solve Problems 	
DISPOSITION	Ability to manage & drive change effectively	
CIRCUMSTANCES	Flexible Access to a vehicle	