

**APEX HOUSING LIMITED  
EMPLOYEE SPECIFICATION**

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

**DATE:** December 2024

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

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