PETERBOROUGH CITY COUNCIL

Person Specification

JOB TITLE:	Refugee Resettlement Programme Manager	**POST NO:**	
GRADE:		**DEPARTMENT:**	Place and Economy
HOURS	37		
DIVISION:	Communities	**DIRECTOR:**	Rob Hill
DATE:	Apr 2024	**COMPLETED BY:**	Ian Phillips

ATTRIBUTES	ESSENTIAL CRITERIA	DESIRABLE CRITERIA
KNOWLEDGE	● Knowledge of local government processes (A & I)	● Knowledge and understanding of Government Refugee Programme(s)
SKILLS & ABILITIES	● Well organised and able to prioritise workloads ● Excellent programme and project management skills ● Good communication, writing and interpersonal skills ● Problem solving and negotiating with partner organisations ● IT skills, including word processing and data programmes such as MS Office ● Self motivated and able to think independently ● Good political and cultural sensitivity, including understanding of the political sensitivities around the Syrian refugee resettlement scheme and its delivery by local authorities ● Basic research skills ● Excellent financial management skills and ability to monitor complex budgets, develop funding claims and comprehend financial guidelines.	● Financial systems ● Presentation skills
EXPERIENCE	● Ability to exercise appropriate escalation of issues through previous experience ● Experience of working in local government ● Experience of partnership working ● Budget monitoring ● Track record of problem solving complex issues ● Ability to develop and maintain constructive relationships with both internal and external partners, customers (all A & I)	● Experience of working with refugees ● Project management experience ● Engaging and consulting with diverse communities

QUALIFICATIONS	● Degree level qualification or at least 5 years relevant experience working in a similar field	
PERSONAL CIRCUMSTANCES	● Ability to work flexible hours ● Hybrid working	
EQUALITY	Candidates must demonstrate understanding of, acceptance and commitment to the principals underlying equal opportunities. (A & I)	
CUSTOMER CARE	Knowledge and understanding of effective customer care (A & I)	

[At the end of each criteria the following codes are used to indicate how the criteria will be assessed: (AI) Application / Interview, (P) Presentation, (W) Written Test.]