



**Care and Repair Scotland  
National Director  
Person Specification**

Date issued: Sept 2024

| Category  | Essential Job Requirements   | Desirable Job Requirements   | Method of Testing                   |
|---|--|--|-------------------------------------|
| <p><b>Job Related Skills and Knowledge:</b></p> | <ul style="list-style-type: none"> <li>• Able to work without support of a team.</li> <li>• Demonstrate a working knowledge of Care and Repair and its ethos of home based services.</li> <li>• Have an empathy with and commitment to older and disabled homeowners.</li> <li>• Ability to network across a wide range of partners.</li> <li>• An understanding of how housing is central to health and social work objectives.</li> <li>• Strong communication and interpersonal skills.</li> <li>• Able to learn and operate relevant systems both manual and computerised.</li> <li>• Strong working knowledge of Microsoft Office.</li> <li>• Able to remain calm and professional in pressurised situations.</li> <li>• Make a positive contribution to Care and Repair teams' development.</li> <li>• Ability to make decisions in line with current policies and information.</li> </ul> | <ul style="list-style-type: none"> <li>• Knowledge of Local Authority Schemes of Assistance for Homeowners.</li> <li>• Understanding of Quality Mark assessments.</li> </ul> | <p>Application form / Interview</p> |

|                                    |   |   |                               |
|------------------------------------|---|---|-------------------------------|
| <b>Experience</b>                  | <ul style="list-style-type: none"> <li>• Experience of working in a senior role within a Care and Repair service or an organisation that interacts with Care and Repair.</li> <li>• Experience of serving on a board or working with a board.</li> <li>• Experience of meeting with civil servants and senior officers of local authorities and health and social care partnerships.</li> </ul>   | <ul style="list-style-type: none"> <li>• Experience of Scottish Parliament meetings.</li> <li>• Writing policy documents.</li> <li>• Preparing Board meeting Papers.</li> </ul> | Application form / Interview  |
| <b>Education / Qualifications:</b> | Higher level education or relevant experience.  | Degree-level education in relevant field.   | Application form              |
| <b>Other Requirements:</b>         | <ul style="list-style-type: none"> <li>• Friendly and approachable.</li> <li>• Reliable and consistent.</li> <li>• Helpful and positive attitude.</li> <li>• Flexible attitude to working practices and demands.</li> <li>• Responsible and trustworthy when working unsupervised.</li> <li>• Have a clean current driving licence.</li> <li>• Be able to travel throughout Scotland.</li> <li>• Willing and able to make a make positive contribution to the future of CRS.</li> </ul> | Training courses in computer skills.  | Past Work History / Interview |