# Hosting Proforma

Radius Housing Association

Name of Host

Organisation

**1. Interchange Manager’s details**

Brendan Burdock

Name

Organisation/

Human Resources

Department

Radius House

38-52 Lisburn Road

Belfast

BT9 6AA

Address

N/a

07778 127945

Telephone Fax number

Number

[brendan.burdock@radiushousing.org](mailto:brendan.burdock@radiushousing.org)

E-mail

Type of Opportunity

Secondment

**2. Details of hosting opportunity**

Description of opportunity

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| **Job Title: Senior Assets Officer**  Due to the continued growth and success of the Association, we are now seeking applications for this exciting temporary post within our Assets Directorate.  **Hours:** 37 per week  **Location:** Radius Offices, Belfast / Holywood  **Salary:** £34,155 (SP29) to £39,324 (SP34) per annum pro rata  The Senior Assets Officer will deliver and manage a professional, technical and customer facing maintenance service and provide a quality customer service to tenants and other external clients, providing leadership for Asset Officers in the Directorate. The service provided may include response, planned and cyclical maintenance, adaptations or servicing to and the refurbishment of existing properties.  If you wish to be part of our team ensuring our homes maintain their quality status, apply today.  In return we will offer you a high degree of responsibility, plenty of challenge, opportunities for learning and personal development and a range of rewarding benefits including great on-job training, a contributory pension scheme, a health cash plan which can provide help with dental, optician and medical costs (including cover for dependent children in full time education up to 18 years of age), free employee health checks and a Cycle to Work scheme. Flexibility regarding working hours is also offered in some areas of the business.  For further information on employee benefits go to the careers section of our website.  **The Association**  Radius Housing provides quality and affordable social housing in over 80 towns and cities throughout Northern Ireland. We provide a range of services from sheltered housing for the over 55’s and general needs housing for families and single people, as well as specialist care and support facilities for the frail, elderly, people with dementia and learning disabilities and other complex needs.  We have invested £21 million to improve our homes and residential care facilities.  Each year we receive and respond to over 50,000 repair callouts, and carry out general, cyclical and major repairs to the Association’s properties, ensuring they remain in good condition. We also provide minor disability aids and major adaptations for tenants. Our Assets team sees the bigger picture every step of the way.  Our aim is to be an employer of choice and to recruit employees who will embrace our vision and values and fulfil our performance standards within their role. |

Main objectives of the opportunity

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| In return we offer a range of benefits to employees including great on-job training, a contributory pension scheme, a health cash plan which can provide help with dental, optician and medical costs (including cover for dependent children in full time education up to 18 years of age), free employee health checks and a Cycle to Work scheme. Flexibility regarding working hours is also offered in some areas of the business.  For further information on employee benefits go to the employee benefits section of our website. |

**3. Skills requirements**

What qualities, skills and experience is required from the individual

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| **Criteria**  To be shortlisted candidates need to provide evidence of the following as a minimum:  1.Level six qualification in an Estate Management/ Building Surveying/ Construction/ Engineering related discipline  AND  3 years’ experience of delivering an Assets service in line with maintenance contract requirements, including delivery of varied and comprehensive range of property maintenance tasks  OR  A minimum of 6 years' practical experience of delivering an Assets service in line with maintenance contract requirements, including delivery of varied and comprehensive range of property maintenance tasks and 5 GCSEs (minimum Grade C) or equivalent to include English and Maths.  2. Experience of managing works or service contracts within a construction environment.  3. Understanding of the legislative framework underpinning public procurement processes within the UK and how this informs the development of public procurement policies and procedures.  4. Practical experience of delivering customer service in line with service specifications.  5. A current full driving licence and access to a suitable form of transport\*  (\*where an applicant indicates that a disability prohibits them from driving, this criterion will be waived at the shortlisting stage. In such circumstances, consideration will be given in any subsequent offer of appointment to suitable alternative arrangements that the candidate may be able to put in place that would enable them to meet the travel requirements for the post).  Radius reserves the right to enhance criteria to facilitate shortlisting. |

**4. Personnel: Please state below**

Who will the individual report to?

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| Assets Manager |

Who will be the individual’s line manager and/or reporting officer?

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| TBC |

**5. Transfer of learning**

Please give details of how the Opportunity will benefit your organisation, the

individual and their organisation.

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| This will provide the post holder with an opportunity to be part of our team ensuring our homes maintain their quality status.  From the individual’s perspective hey will be provided with access to a varied and interesting workload, have an opportunity to work with, and learn from experienced, professional colleagues, and to play a key role in providing a pivotal service to our service users, residents and customers. |

**6. Logistics**

Please provide details of the likely start date, duration, location, form of transport required, resources (i.e.; desk, PC, etc.) and funding arrangements for the opportunity.

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| **Start Date**: As soon as a suitable candidate has been identified and a release date agreed.  **Duration**: This opportunity may last for up to 2 years, however, Radius Housing can be flexible on duration and this can be discussed at interview.  **Location**: The successful candidate will be based at the Radius Offices in either Belfast or Holywood.  **Resources**: Desk, laptop  **Funding**: Radius Housing will meet salary costs and the salary range is: £34,155 (SP29) to £39,324 (SP34).  **Further information**: Further information can be obtained by contacting Brendan Burdock on Tel: 07778 127945 or by email at: [brendan.burdock@radiushousing.org](mailto:brendan.burdock@radiushousing.org).  **Closing Date:** Authorised Applications must be submitted by Monday 5 September 2022 to**:**  [**interchangesecretariat@finance-ni.gov.uk**](mailto:interchangesecretariat@finance-ni.gov.uk) |

**7. Endorsement**

**Interchange Manager**

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| Brendan Burdock, Senior HR Business Parter |

**Signed:**

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| **17.08.2022** |

**Date:**