# 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

|  |
| --- |
| **Job Title: Assets Officer**  Due to the continued growth and success of the Association, we are now seeking applications for this exciting post within our Assets Directorate.  Hours: 37 per week  Location: Radius Offices, Belfast / Holywood  Salary: £28,791 (SP23) to £33,454 (SP28)  If you wish to be part of our team ensuring our homes maintain their quality status, apply for this secondment today.  You will be offered 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

|  |
| --- |
| 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

|  |
| --- |
| **Criteria**  To be shortlisted candidates need to provide evidence of the following as a minimum:  1. Level five qualification (e.g., HND) or above in a related discipline such as, Estate Management, Building Surveying, Construction, Engineering with 18 months’ relevant experience within a construction or maintenance environment.  OR  Five years’ relevant experience (within the last 8 years) within a construction or maintenance environment.  2. Demonstrate an understanding of the practical application of contract management relevant to the role.  3. A knowledge of the legislative framework underpinning public procurement processes within the UK and how this informs the development of public procurement processes.  4. 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?

|  |
| --- |
| Senior Assets Officer |

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

|  |
| --- |
| TBC |

**5. Transfer of learning**

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

individual and their organisation.

|  |
| --- |
| 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.

|  |
| --- |
| 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: £28,791 (SP23) to £33,454 (SP28).  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 05 September 2022 to:**  [**interchangesecretariat@finance-ni.gov.uk**](mailto:interchangesecretariat@finance-ni.gov.uk) |

**7. Endorsement**

**Interchange Manager**

|  |
| --- |
| Brendan Burdock, Senior HR Business Parter |

**Signed:**

|  |
| --- |
| **17.08.2022** |

**Date:**