

## JOB INFORMATION PACK

Castlehill Housing Association is based in Aberdeen and has over 2,000 properties across Aberdeen City, Aberdeenshire and Moray. Our current housing stock includes general needs properties, amenity, sheltered and very sheltered housing.

In addition to our core activities as a registered social landlord, we also provide Housing Support services at our Sheltered Housing Schemes in Aberdeenshire and Moray; as well as managing Aberdeen Care & Repair which provides a range of services for older and disabled people throughout the City.

### POST INFORMATION

<b>Post Title</b>	Senior Technical Officer
<b>Location</b>	Aberdeen Care and Repair, Waverley Place Aberdeen
<b>Hours of Work</b>	35 per week / 7 per day. Castlehill has a commitment to ensuring flexibility for our employees, including a comprehensive Flexible Working Policy and a flexitime system for eligible posts.
<b>Salary</b>	Starting salary will be £33,300. The salary grade for this post is Grade 7, £33,300 - £37,000.
<b>Car Allowance</b>	Essential car users' allowance of £1,104 per annum.
<b>Holiday</b>	28 days per annum, plus 9 fixed public holidays
<b>Pension</b>	Castlehill offers a defined contribution pension scheme, our standard contribution rates are: Employee: 5% Employer: 10%
<b>Probation Period</b>	A six-month probation period applies to all new employees. Slightly different terms and conditions of service apply during this probation period in respect of notice period and sickness absence.
<b>Closing Date</b>	31 <sup>st</sup> January 2021
<b>Interview</b>	Interviews will take place in our Aberdeen Office or over Microsoft Teams on Wednesday 16 <sup>th</sup> February. Candidates will be contacted with regards to interview arrangements.

Please complete an application form and Equal Opportunities form, which are available on the [Jobs](#) page of our website. To assist with your application, please read our Castlehill Background Information & Values document which is also available on the Jobs page of our website. Please send complete applications by e-mail to: [jobs@castlehillha.co.uk](mailto:jobs@castlehillha.co.uk)

**Please note that we are unable to accept CVs only.**

If you are unable to e-mail your application, or require any further information in relation to the post, please contact 01224 625822 or [jobs@castlehillha.co.uk](mailto:jobs@castlehillha.co.uk).

Further information about Castlehill Housing Association is available on our website: [www.castlehillha.co.uk](http://www.castlehillha.co.uk)

# JOB PROFILE

## 1. JOB IDENTITY

<b>POST TITLE:</b>	Senior Technical Officer	<b>DEPARTMENT:</b>	Care & Repair
<b>REPORTS TO:</b>	Project Manager	<b>GRADE:</b>	7

## 2. JOB PURPOSE

- To oversee a technical team to provide advice and practical assistance to older people with a disability or long-term health problems by providing housing advice in relation to repairs, improvements and adaptations.
- There is a responsibility for the post holder to demonstrate a commitment to Castlehill's aims and objectives.

## 3. MAIN DUTIES

- To visit clients in their own homes to discuss their housing needs and discuss ways of meeting those needs with emphasis on assisting them to remain in their own homes.
- Assess clients' needs to advise clients of any services or statutory assistance available
- Assess the property in terms of repairs, improvements and adaptations required in accordance with clients' needs and wishes, producing specifications and technical drawings for tender when necessary.
- Manage contract work by overseeing the work whilst on site to completion, complete inspection and ensure payment of invoices.
- Provide technical support to service staff, colleagues and clients
- Deliver the service's adaptation service in line with current procedures
- Manage the Technical Team, providing advice, support and supervision
- Deal with any customer complaints in relation to Technical section
- Carry out some spot inspections of work completed
- Ensure company vehicles are maintained and serviced
- Authorise tradesmen's cash floats, all purchases and materials as required and to order stock or source new suppliers for handymen
- Assist with the development of our income generation services – disabled adaptation, minor aids and small repairs and handyman service

## 4. QUALIFICATIONS & TRAINING

- ESSENTIAL:**
- Trade qualification at SVQ Level 3 or above or relevant technical qualification

<b>DESIRABLE:</b>	<ul style="list-style-type: none"> <li>• Current valid driving licence</li> <li>• Relevant health and safety training</li> <li>• Formal qualifications in Leadership or Management</li> </ul>
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## 5. EXPERIENCE

<b>ESSENTIAL:</b>	<ul style="list-style-type: none"> <li>• Experience in a building, repairs or maintenance environment</li> <li>• Experience of managing/supervising staff</li> <li>• Experience of managing small works and contractors</li> </ul>
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<b>DESIRABLE:</b>	<ul style="list-style-type: none"> <li>• Experience of charitable fundraising</li> <li>• Experience of working on a one-to-one basis with vulnerable people</li> </ul>
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## 6. KNOWLEDGE & SKILLS

<b>ESSENTIAL:</b>	<ul style="list-style-type: none"> <li>• Ability to read and produce technical drawings</li> <li>• Awareness of Health and Safety issues relevant to a repairs and maintenance environment and the management of staff operating in this environment</li> <li>• Ability to plan and manage a varied workload</li> <li>• Ability to work as part of team</li> <li>• Ability to estimate and checks costs, to control the costs of works</li> <li>• Good IT Skills, with knowledge of Microsoft applications</li> <li>• Ability to communicate with a wide range of people, including clients, family members, other organisations and institutions</li> </ul>
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<b>DESIRABLE:</b>	<ul style="list-style-type: none"> <li>• Knowledge of the benefits system</li> </ul>
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## 7. ADDITIONAL REQUIREMENTS

<b>SSSC</b>	<ul style="list-style-type: none"> <li>• Not applicable to this post</li> </ul>
<b>CRIMINAL RECORD CHECKS</b>	<p>This post involves regulated work with protected adults under the Protection of Vulnerable Groups (Scotland) Act 2006. The preferred candidate will be required to join the PVG Scheme or undergo a PVG Scheme update check. A confirmed offer of appointment will be subject to a satisfactory outcome of this pre-employment check.</p>

**DRIVING**

It is an essential requirement for this post that the employee holds a current, valid driving licence and has a car available, whenever required, in order to undertake the full range of duties of the post. As such, this post is designated as an essential car user and will be entitled to receive a monthly car user's allowance and mileage payments. Should the employee's driving licence be withdrawn for any reason, it may be necessary to terminate the employee's appointment.