**The following posts ARE currently being advertised by the Northern Ireland housing executive.**

**Further details may be obtained on the NIHE website @:** <http://www.nihe.gov.uk/index/services/jobs.htm>

| **Reference** | **Vacancy** | **Closing date** | **Description** |
| --- | --- | --- | --- |
| 2024-28 | Contract and Performance Manager (Response Maintenance) | 4.30pm on 8 February 2024 | Salary: £38,223 - £48,474 annum. We also have an excellent pension scheme with an employer contribution of 19%.To manage and co-ordinate the contract monitoring, central contract advice and performance reporting team, under the Senior Contract & Performance Manager (Response).To assist in the development and implementation of a comprehensive approach to monitoring and supporting the delivery of Responsive maintenance contracts.To work with the team to develop these themes, incorporating lessons learned, to ensure that legislation, policy and good practice are continuously integrated into practice through training and advice. To contribute to the delivery, by the NIHE, of a first class responsive repairs service for its Customers, protecting and enhancing the condition of its assets, taking into account value for money.**The essential criteria are detailed in the Candidate Information Pack.**Candidates must meet the following requirements: * 1. i) Possess a degree or equivalent (level 6) qualification in a construction related field AND a minimum of 3 years relevant experience\*

OR* ii) Can demonstrate equivalent continuing professional development or experiential learning AND a minimum of 5 years’ relevant experience\*

(Please include dates to demonstrate the number of years' experience according to qualification level)\*Relevant Experience must include managing, overseeing and/or reporting contractual key performance indicators within construction contracts.* 2. Should either be chartered in one of the recognised Building Professions or must be committed to either attaining a relevant qualification or Chartered membership of a professional body agreed by the Director of Asset Management

3. For the purposes of short listing, candidates must demonstrate significant experience in at least three of the following competency areas:* A) Working with IT systems, understanding and collating the information required to analyse and report using database management systems, such as Housing Management, Finance or Asset Management
* B) Delivering training and/or presenting appropriate information to a wide range of audiences with evidence of successful, effective engagement in setting in place new ways of working in a changing environment
* C) Applying contractual methods of management of maintenance contracts to a large portfolio of properties to deliver building construction works and/or repairs services
* D) Working collaboratively with a range of stakeholders within a construction and housing based environment which is governed by strict overseeing of compliance with policy, financial management and performance reporting

4. Candidates must possess a current driving licence or have access to a form of transport that enables them to meet the requirements of the post in full \* * Yes
* No

Further information, including detailed job requirements and application form, is available from our [website](https://nihe.erecruit.co.uk/erecruit/job/details.do;jsessionid=A1A8C6DFBF07112E0AFC8BA23EDA85A2?jobId=1063) or by:Telephone: 03448 920900Email: recruit@nihe.gov.uk |
| 2024-21 | Cost Manager | 4.30pm on 8 February 2024 | Salary: £38,223 - £48,474 per annum. We also have an excellent pension scheme with an employer contribution of 19%.Ensuring the effective commercial management of NIHE's assets, of high quality Planned Works and Compliance related investment to regions within the relevant area of operation. Ensuring that the investment is planned effectively to maximise efficiencies, is affordable, matches NIHE's investment standards, is delivered to a high standard with minimal defects, and a high level of customer satisfaction is achieved.The TL7 is a senior professional post within Project Delivery. As such, the duties and responsibilities will be required to cross professional boundaries in supporting the regional teams and the central senior management team. The Post Holder will also deputise for the Senior Contract and Performance Manager (Planned & Cost Management) when required.**The essential criteria are detailed in the Candidate Information Pack.**Candidates must meet the following requirements: * 1. i) A Bachelor’s Degree (or equivalent level 6 qualification) in a relevant Building/Construction Discipline PLUS at least 3 years’ relevant post-qualification experience

OR* ii) A BTEC Higher (or equivalent level 5 qualification) PLUS at least 5 years’ relevant post-qualification experience

(Please include dates to demonstrate the number of years' experience according to qualification level) 2. Demonstrate significant relevant experience in 4 of the 7 following areas:* A) Demonstrable commercial knowledge in the planning and delivery of investment programmes
* B) Responsibility for ensuring financial controls and governance procedures are in place
* C) Experience of construction contracts and their effective administration, commercial understanding of value for money drivers in construction, inclusive of working knowledge of NEC suite of contracts
* D) The collection, analysis and reporting of financial monitoring statistics, cost data and related information if required, inclusive of benchmarking
* E) The provision of technical advice and guidance on planned maintenance and contract related matters to a range of stakeholders
* F) Implementation of policies, processes and procedures for compliance and governance
* G) Working in an environment that is governed through the management and application of construction industry contracts for works or services in the social housing sector; including performance management

3. Candidates must possess a current driving licence or have access to a form of transport that enables them to meet the requirements of the post in full \* * Yes
* No

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| 2024-31 | Housing Advisor/ Patch Manager | 4.30pm on 8 February 2024 | Salary: £28,770 - £33,945 per annum. We also have an excellent pension scheme with an employer contribution of 19%.Patch ManagerTo provide a customer focussed housing management service within a designated neighbourhood or geographical area.Housing AdvisorTo provide housing advice and assistance to people, who often have complex needs or are facing difficult circumstances with a focus on preventing homelessness.**The essential criteria are detailed in the Candidate Information Pack.**Candidates must meet the following requirements: 1. Either:* i) Hold a degree (Level 6\*) or equivalent and a minimum of 1 years relevant experience in a customer support environment.

OR* ii) Hold a BTEC Higher Cert/Diploma (Level 5\*) qualification in Housing and a minimum of 1 years relevant experience in a customer support environment.

OR* iii) Hold a BTEC Higher Cert/Diploma (Level 5\*) or equivalent and a minimum of 2 years relevant experience in a customer support environment

OR* iv) Can demonstrate equivalent continuing professional development or experiential learning and at least 3 years relevant experience in a customer support environment. (Please include dates)

\*Refer to Qualifications Framework for equivalencies * 2. A) Ability to work effectively with partners and develop professional relationships & networks across a wide range of services
* B) Good problem solving skills; taking a pragmatic approach to understand and solve complex issues

3. Possess a current driving licence or have access to a form of transport that enables them to meet the requirements of the post in full including with reasonable travel timeframes. \* * Yes
* No

Please select your preferred location/sPlease note Belfast Region includes the following; Housing Centre Adelaide Street, Dairy Farm local office, Dundonald local office, Lisburn Antrim Street local office and Shankill local office.Candidates cannot add further locations after the closing date. \* * BELFAST REGION
* SOUTH REGION Ards and North Down Area
* SOUTH REGION South Down Area – Downpatrick
* SOUTH REGION South Down Area – Newry
* SOUTH REGION South Area
* SOUTH REGION South West Area – Fermanagh
* SOUTH REGION South West Area – Omagh
* SOUTH REGION Mid Ulster Area
* NORTH REGION South Antrim Area
* NORTH REGION Mid and East Antrim Area
* NORTH REGION Causeway Area
* NORTH REGION West Area

All candidates must maintain confidentiality during the process - you must not disclose the content of any stage of the selection process with anyone else while the process is live.Any breach of confidentiality during the process may result in your application being withdrawn. \* * I confirm I understand I must keep all stages of the process confidential
* I confirm I will not discuss the process with anyone else while the process is live

Desirable Criteria* 1. Demonstrate ability to make effective decisions on complex issues supported by knowledge, experience and appropriate policy and guidelines

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| 2024-30 | Energy Advisor | 4.30pm on 8 February 2024 | Salary: £23,893 - £30,296 per annum. We also have an excellent pension scheme with an employer contribution of 19%.To provide a telephone and outreach service engaging with customers, to enable, empower and inform them on energy efficiency. To give customers impartial advice and information on energy efficiency e.g. home water heating and consumption, renewable energy and low carbon transportation options. The role will involve either working as part of the Customer Service function, managing all customer energy query types in line with Service Level Agreements and Key Performance Indicators, or in the Outreach Service, providing advice by attending events, or giving presentations in schools and in at community advice sessions.**The essential criteria are detailed in the Candidate Information Pack.**Candidates must meet the following requirements: * 1. Either
* A) Possess a minimum of a BTEC Higher or equivalent (Level 4\*) of qualification

OR* B) Can demonstrate at least two years relevant customer service experience with evidence of training / learning in energy advice matters. (Please include dates)

\*Refer to Qualifications Framework for equivalencies * 2. Possess a qualification in energy advice / awareness such as City & Guilds, Award in Energy Awareness (6281-01) Level 3 or be willing to work toward completion of this following appointment to the role.

3. Can demonstrate significant relevant experience in each of the following areas:* A) monitoring & managing budgets in accordance with policies and procedures/external funding requirements;
* B) building effective working relationships with community groups, public representatives and statutory agencies;
* C) working with vulnerable people and communities;
* D) experience in the use of Microsoft Office

Further information, including detailed job requirements and application form, is available from our [website](https://nihe.erecruit.co.uk/erecruit/job/details.do;jsessionid=A1A8C6DFBF07112E0AFC8BA23EDA85A2?jobId=1063) or by:Telephone: 03448 920900Email: recruit@nihe.gov.uk |
| **Reference** | **Vacancy** | **Closing date** | **Description** |
| 2024-8 | Admin Officer (Welfare Benefits Unit) | 4.30pm on 8 February 2024 | Salary: £23,114 - £24,702 per annum. We also have an excellent pension scheme with an employer contribution of 19%.The Admin Officer (WBU) is responsible for ensuring Third Party Payment applications, and Universal Credit and Rate Rebate tenancy verification requests, are completed accurately and returned promptly to ensure housing related costs are paid to tenant rent accounts on time. This post will report to the Welfare Benefits Unit manager, through the Assistant Principal Officer. **The essential criteria are detailed in the Candidate Information Pack.**Candidates must meet the following requirements: * 1. i) Hold a BTEC National Certificate or equivalent Professional or Technical qualification (Level 3\*) plus at least 1 year general administration experience.

OR* ii) 5 GCSEs (Level 2\*) or equivalent plus 2 years’ relevant experience in general administration.

OR* iii) Can demonstrate three years’ general administrative experience and can demonstrate ongoing learning through completion of relevant courses and/or through relevant supported work place or on-the-job training.

(Please include dates to demonstrate the number of years' experience required according to your qualification level)\*Please refer to Qualifications Framework for equivalencies. 2. Candidates must demonstrate the relevant number of years’ experience in each of the below areas:* i) Providing an administrative service.
* ii) Engaging with customers and staff to coordinate service delivery.
* iii) Using a range of computer packages, including Word, Excel, Outlook etc

Further information, including detailed job requirements and application form, is available from our [website](https://nihe.erecruit.co.uk/erecruit/job/details.do;jsessionid=A1A8C6DFBF07112E0AFC8BA23EDA85A2?jobId=1063) or by:Telephone: 03448 920900Email: recruit@nihe.gov.uk |