**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** |
| --- | --- | --- | --- |
| 2024-2 | Area Maintenance Manager | 4.30pm on 15 February 2024 | Salary: £38,233 - £48,474 annum. We also have an excellent pension scheme with an employer contribution of 19%.The Area Maintenance Manager will support the Area Housing Manager to ensure the effective and efficient local maintenance service. This will include managing performance of maintenance staff and the response maintenance contract(s).To contribute as a member of the Area Management Team to the provision of a modern, professional and responsive service to support NIHE business delivery and our vision and values**The essential criteria are detailed in the Candidate Information Pack.**Candidates must meet the following requirements: * 1. i) Have a degree level qualification in a relevant subject, and have a minimum of 2 years relevant\*\* experience.

OR* ii) Hold a Level 5 qualification in Housing and a minimum of 2 years relevant\*\* experience.

OR* iii) Can demonstrate equivalent continuing professional development or experiential learning and at least 4 years relevant\*\*\* experience (Please include dates)

\*\*Relevant experience must be directly related to Housing MaintenanceNote: for the purpose of shortlisting such \*\*relevant experience must not include experience gained as part of your studies.2. Candidates must have at least 2 years’ relevant experience in a minimum of 4 out of 5 areas below; (Please include dates)* A) Working effectively with others as either a member or leader of a team to achieve a shared outcome
* B) Interpreting data and managing complex information in order to understand and improve performance
* C) Interpreting relevant policy and statutory requirements to make appropriate decisions to meet the needs of customers
* D) Providing effective services to meet the individual needs of customers
* E) Developing skills knowledge and technical expertise to develop and support yourself and your team

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.* Yes
* No

Please select your preffered location/s: * North Region - South Antrim
* South Region - Portadown
* Belfast Region - West Belfast

Desirable Criteria* 1. Two years’ experience of social housing response maintenance environment (Please include dates)

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 |
| 2024-41 | Assistant Housing Benefit Manager | 4.30pm on 15 February 2024 | Salary: £33,024 - £40,221 per annum. We also have an excellent pension scheme with an employer contribution of 19%.The Assistant HB Manager is responsible for assisting the HB Manager / HB Area Manager with the management of day to day operations within one of the HB business service units.**The essential criteria are detailed in the Candidate Information Pack.**Candidates must meet the following requirements: 1. Either* i) Possess a degree level qualification (Level 6\*) or equivalent level qualification

OR* ii) Can demonstrate equivalent continuing professional development/experiential learning and at least 2 years working within a Housing Benefit or other Social Security related benefit function. (Please include dates)

\* It is the responsibility of the candidate to demonstrate equivalency2. Have at least 1 years’ experience of dealing with complex Housing Benefit matters, to include: (Please include dates)* A) Effectively leading a team involved in managing a HB or other Social Security related benefit function, (such as a team within a local service unit, policy / systems / project function, or service centre) to provide a high quality service to customer
* B) Building internal and external relationships with stakeholders in order to resolve complex matters

3. Can demonstrate experience of:* A) Interpreting, applying and providing guidance on Housing Benefit Policy and Fraud matters
* B) Using a computerised system in the administration of Housing Benefit
* C) Reviewing and shaping services in order to ensure continuous improvement

4. 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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| 2024-44 | Planning Officer | 4.30pm on 15 February 2024 | Salary: £28,770-£33,945 per annum. We also have an excellent pension scheme with an employer contribution of 19%.To provide a professional town planning service and contribute to the delivery of community planning and housing priorities to build sustainable communities through effective place shaping and land use in line with our vision and values.**The essential criteria are detailed in the Candidate Information Pack.**Candidates must meet the following requirements: * 1. Hold an RTPI accredited planning qualification, or an equivalent which is accredited by an appropriate professionally recognised organisation e.g. IPI or RICS (P&D).
* 2. Demonstrate at least one years’ relevant experience of working in a planning environment. (Please include dates)

3. For the purposes of shortlisting, applicants must demonstrate their relevant experience in at least two of the following;* i) Experience of the delivery and participation of community lead regeneration
* ii) Experience of site identification and site assessment
* iii) Experience of land asset management
* iv) Experience of GIS and demonstration of proficiency in the use of GIS for planning projects

4. Possess a full current UK driving licence or have access to a form of transport that will permit the candidate to meet the requirements of the post in full.* Yes
* No

Desirable Criteria* 1. Candidates should ideally be members of the RTPI (or of an equivalent professionally recognised organisation e.g. IPI, RICS-P&D etc.) or in the process of developing relevant experience towards membership of the RTPI, IPI RICS (P&D) etc.

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| 2024-33 | Administrative Support Officer (Governance & Administration) | 4.30pm on 15 February 2024 | Salary: £23,114 - £24,702 per annum. We also have an excellent pension scheme with an employer contribution of 19%.To provide effective administrative support to the Asset Management, Governance & Administration Team. The Administrative Support Officer will be required to undertake a range of duties and responsibilities appropriate to the Level 3 Grade, including providing support to other Teams within the Asset Management Directorate, as and when required.**The essential criteria are detailed in the Candidate Information Pack.**Candidates must meet the following requirements: * 1. i) BTEC National, or equivalent, PLUS 1 year’s relevant general administrative experience

OR* ii) 5 GCSE “O” Levels or equivalent PLUS at least 2 years’ relevant general administrative experience

OR* ii) Exceptionally, candidates not holding the above level of qualifications but with three years’ relevant general administrative experience may also be considered

(Please include dates to demonstrate the number of years' experience required according to qualification level)2. For the purposes of shortlisting, applicants must demonstrate significant relevant experience in all of the following:* A) Experience of use and application of Microsoft Office
* B) Working to meet tight deadlines within a team environment
* C) Creation of electronic documents
* D) Experience in providing information that requires a high degree of accuracy and attention to detail
* E) Record management/retention

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

Desirable Criteria* 1. Use and application of Management Information Systems
* 2. Experience of Information Governance and requirements with which NIHE must comply

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| **Reference** | **Vacancy** | **Closing date** | **Description** |
| 2024-29 | Housing Services Senior Admin Officer | 4.30pm on 15 February 2024 | Salary: £23,893 - £30,296 per annum. We also have an excellent pension scheme with an employer contribution of 19%.The role will provide administrative support the Area Management team in respect of a range of housing administrative activities to facilitate the smooth running of offices within the Area; these activities will include the organisation of people, housing and other information, meetings and other resources. The post holder will report to a designated manager ensuring that relevant records are up to date and that designated administrative processes work effectively. The role will be shaped to local office needs.**The essential criteria are detailed in the Candidate Information Pack.**Candidates must meet the following requirements: * 1. i) Hold a BTEC National or equivalent Professional or Technical qualification\* (Level 3) or above
* Plus one years’ relevant\*\* general administrative experience.

OR* ii) Have five GCSEs\* (Level 2) grade A to C including English and Mathematics, or equivalent qualification or above
* Plus two years relevant general administrative experience.

OR* iii) Can demonstrate equivalent continuing professional development, learning through experience
* Plus at least 3 years relevant\*\* general administrative experience. (Please include dates)

\* Refer to Qualifications Framework for equivalencies\*\* Relevant administrative experience gained in an office or remote/office setting* 2. A) Strong organisational skills and ability to accurately and timely record minutes and actions.
* B) Work effectively under pressure to meet tight deadlines within a team environment and independently.
* C) Ability to communicate effectively with customers.

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/s: \* * Mid Ulster
* Newtownards
* Newry
* North Belfast

Desirable Criteria* 1. Experience in collating and analysing information and preparing reports

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| 2024-32 | Hostel Assistant | 4.30pm on 15 February 2024 | Salary: £23,114 - £24,702 per annum. We also have an excellent pension scheme with an employer contribution of 19%.The Hostel Assistant will assist in the provision of hostel accommodation and provide excellent customer service to those customers who have been placed in Housing Executive hostel accommodation. Hostel Assistants will be expected to understand and capture the issues raised by our customers and ensure housing support is provided and that queries are passed, when appropriate, to other Housing Executive officers or signposted to other external agencies.**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 one year’s relevant customer service or general administrative experience

Or* ii) Have five GCSEs\* (Level 2), or equivalent qualification, plus at least two years’ relevant customer service or general administrative experience

Or* iii) Can demonstrate three years’ experience in a relevant customer service role or general administrative experience (Please include dates)

\*Refer to Qualifications Framework for equivalencies 2. Candidates must demonstrate :* i) Experience in dealing appropriately with customers in a challenging environment
* ii) Strong organisational skills and record keeping

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

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