**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** |
| --- | --- | --- | --- |
| 2024-232 | Assistant Principal Officer – Irish Travellers Policy Unit | 4.30pm on 19 December 2024 | Salary: £34,834 - £40,221 annum. We also have an excellent pension scheme with an employer contribution of 19%.To assist the Principal Officer in the administration and management and delivery of: Irish Travellers Accommodation Strategy and associated Action Plan.**The essential criteria are detailed in the Candidate Information Pack.**Candidates must meet the following requirements: * 1. i) Candidates must hold a degree or an equivalent level qualification (Level 6\*), plus demonstrate a minimum of two year’s relevant experience\*

OR* ii) Candidates must hold a HND or equivalent level qualification (Level 5\*) and demonstrate a minimum of 3 years’ relevant experience

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

2. For the purposes of shortlisting, applicants must demonstrate their relevant experience for the number of years required, depending on their level of qualification, by reference to all of the following areas:* Experience of community development, human rights and equality;
* Solving difficult and complex issues by working collaboratively with internal and external stakeholders;
* Excellent communication skills including ability to analyse and present data, draft summary information and correspond to a wider range of customers and stakeholders.
* Experience in the research, development and/or implementation of policies in relation to housing and/or regeneration.
* Experience in interpreting data, compiling reports and managing complex information.
* 3. Can demonstrate an understanding of issues relating to the accommodation needs of Irish Travellers.

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

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 |
| 2024-235 | Assistant Principal Officer – Rural and Regeneration | 4.30pm on 19 December 2024 | Salary: £34,834 - £40,221 per annum. We also have an excellent pension scheme with an employer contribution of 19%.To assist the Principal Officer in the management and delivery of the Rural Strategy 2021-25 and associated Action Plan, and the management and delivery of the rural and regeneration programmes. **The essential criteria are detailed in the Candidate Information Pack.**Candidates must meet the following requirements: * 1. i) Candidates must hold a degree or an equivalent level qualification (Level 6\*), plus demonstrate a minimum of 2 year’s relevant experience\*

OR* ii) Candidates must hold a HND or equivalent level qualification (Level 5\*) and demonstrate a minimum of 3 years’ relevant experience

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

 It will be the responsibility of the applicant to demonstrate equivalency. Relevancy will be determined with due regard to the duties and level of responsibilities set out in the job description for this role.\*Refer to Qualifications Framework for equivalencies 2. For the purposes of shortlisting, applicants must demonstrate their relevant experience for the number of years required, depending on their level of qualification, by reference to all of the following areas:* Experience in being involved in the delivery of housing and/or regeneration programmes.
* Working effectively with others as either a member or leader of a team to provide effective services to meet the needs of customers and key stakeholders.
* Experience in the research, development and/or implementation of policies in relation to housing and/or regeneration.
* Experience in interpreting data, compiling reports and managing complex information.
* Experience of communicating effectively with staff, customers and a range of stakeholders (both written and verbal).
* 3. Can demonstrate an understanding of issues relating to housing needs in Rural areas and regeneration.

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

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 |
| 2024-228 | IT Application Support and Operations Analyst | 4.30pm on 19 December 2024 | Salary: £30,296 - £33,945 per annum. We also have an excellent pension scheme with an employer contribution of 19%.Reporting to the IT Applications Support Manager, the IT Application Support and Operations Analyst will be responsible for assisting the technical and application support of a broad portfolio of Line of Business (LOB) and corporate applications and associated ICT Operations procedures and processes. **The essential criteria are detailed in the Candidate Information Pack.**Candidates must meet the following requirements: 1. Candidates should possess either.1. Candidates should possess either.* A) HNC / NVQ Level 4 or other equivalent level qualification (Level 4\*).

It will be the responsibility of the applicant to demonstrate equivalency.\*Refer to Qualifications Framework for equivalencies.OR* B) Can demonstrate at least 2 years relevant experience, within the last 5 years (through workplace or education) in a Digital, Customer Support or IT environment. (Please include dates)
* 2. Excellent troubleshooting skills.
* 3. A strong focus on customer service and a history of excellent client relations.
* 4. Ability to build strong relationships with customers and colleagues.

Desirable Criteria* 1. Knowledge and experience of working within an IT Support environment.
* 2. Can demonstrate significant relevant experience working at various stages of the IT systems lifecycle (e.g. planning / requirements capture / design / development / testing / deployment / maintenance / support).

3. Can demonstrate significant relevant experience in various aspects of an IT application / technical support role, such as:* Participation in IT operations functions
* Supplier and user collaboration and co-ordination
* Technical support of end-user devices e.g. Desktops, Laptops & Tablets

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=1058) or by:Telephone: 03448 920900Email: recruit@nihe.gov.uk |
| 2024-233 | HR/LD Support Officer | 4.30pm on 19 December 2024 | Salary; £25,545 - £30,296 per annum. We also have an excellent pension scheme with an employer contribution of 19%.To support the Senior Human Resources (Employee Services\*) or Learning & Organisational Development Advisor in the delivery of a professional, proactive, customer orientated and high-quality service to the organisation. **The essential criteria are detailed in the Candidate Information Pack.**Candidates must meet the following requirements: * 1. Possess at least 2 ‘A’ Levels or equivalent Level 3 qualification\*

AND* Minimum of 1 years’ experience working in a Human Resources or a L&OD function. (Please include dates)

OR* Possess at least 5 GCSEs at Grade C or above, or equivalent, to include English and Maths

AND* Minimum of 2 years’ experience working in a Human Resources or a L&OD function. (Please include dates)

\*Refer to Qualifications Framework for equivalencies* 2. Can demonstrate a working knowledge of Windows and Microsoft applications, to include, Word, Excel, and Outlook.
* 3. Experience of using a system to include maintaining and updating records and generating reports.

Desirable Criteria* 1. Experience of using a system which deals with HR or a L&OD or Payroll data

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