



Information for applicants

ADMINISTRATOR

Property Department

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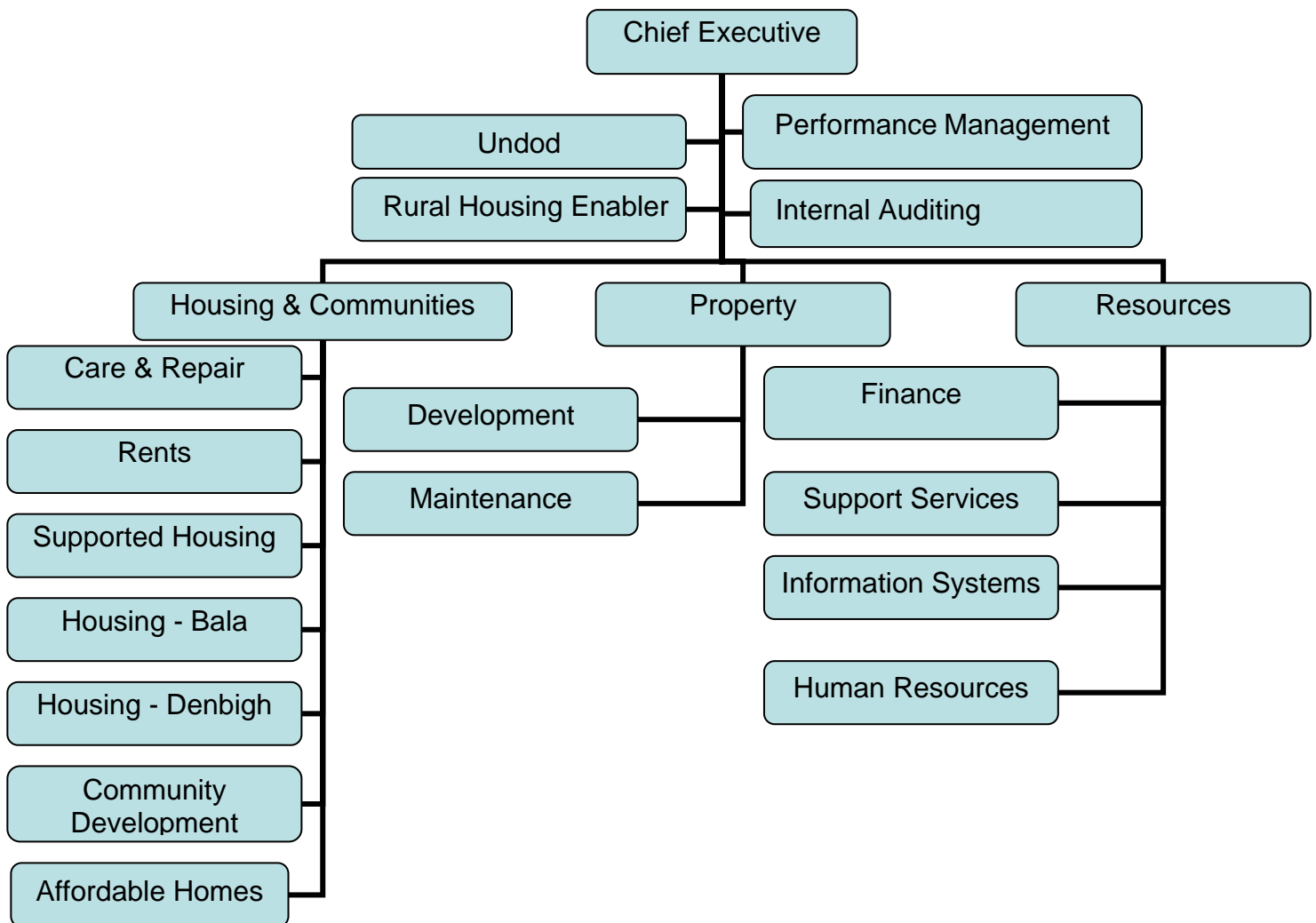
Job Description

Personal Specification

THE ASSOCIATION'S BACKGROUND

The Association's main office is located in Denbigh, but there is also an area office in Bala. At present, 70 persons are employed on the staff, and their commitment is apparent in all the activities. The Association is recognised as an "Investor in People - Profile" and this standard requires that the Association develop all the staff to achieve the objectives of the business and to review every individual's training and development needs regularly. We also take pride in the friendly atmosphere here and the fact that every member of staff is important to the team. The working conditions are favourable, contemporary and family friendly as the Association believes that staff is the most important resource.

THE ASSOCIATION'S STRUCTURE



The Development Team

As shown above, the Development Team is part of the Property Department. The team members at present are the Development Manager, Property Surveyor, Development Officer (Administrative) and Administrator. The team work from the Association's main office in Denbigh. The team are responsible for planning the renovation of properties and building new properties.



ADMINISTRATOR – PROPERTY DEPARTMENT

TERMS OF EMPLOYMENT

- Contract:** Permanent
- Salary:** £13,874 - £16,830 per annum
- Terms of Employment:** The Association conforms to recognised good practice and has progressive personnel policies which provides employment terms which are fair and family friendly.
- Days & Hours of Work:** 37 hour week. Flexible hours in operation.
- Overtime:** Overtime pay will be paid if the officer is requested to attend meetings outside their normal working hours.
- Holidays:** 25 working days (increasing by one day for each year of service to 30 days) together with Bank Holidays
- Office:** The post is based in Denbigh.
- Travelling Expenses:** The post does not require the essential use of a vehicle but a fixed sum per mile is paid if the officer is requested to use his/her car on Association business.
- Pension:** A 'Social Housing Pension Scheme' (SHPS) is offered.
- Probationary Period:** The first 6 months will be a probationary period.
- Investor in People:** The Association is recognised as an Investor in People and is very supportive to staff who wish to attend courses relevant to their work.
- Language:** The internal administration of the Association is mainly through the medium of Welsh and communication with the public is in Welsh and English. Therefore the ability to communicate in both languages is essential for this post.
- Equal Opportunities:** The Association aims to be an Equal Opportunities Employer. We do not discriminate against candidates on any grounds not justified by law.
- References / Disclosure:** Any offer of employment will depend on receiving satisfactory references and a satisfactory Criminal Records Bureau disclosure.

JOB DESCRIPTION

Title: Administrator

Team: Development

Answerable To: Director of Property via the Development Manager and the Development Officer (Administrative)

General Aim of Post: Assisting the team in all aspects of the work.

Key Responsibilities

- 1 Write to tenants, contractors, architects etc. under supervision.
- 2 Assist with the preparation of documents for development and maintenance work .
- 3 Administration between the Association and the National Assembly, on behalf of the Association and external bodies such as Abbeyfield Society.
- 4 Assist with preparing and gathering information for reports to the Property Committee / Board of Management.
5. Operate within the Association's Development and Maintenance Policies.
6. File correspondence and documents.
7. Type correspondence as required.
8. Assist in the provision of reports of the current situation in the Development Programme for presentation to other departments, to Operational Committee and the local authorities.
9. Be aware of, and respond to changes in policy, rules or decisions made by the Operational Committee.
- 10 Promote and ensure compliance with the Equality & Diversity Policy, the Health and Safety Policy and the Tenants Participation Strategy.

Tasks and Responsibilities Essential to carry out the post

1. Co-operate with other departments on development matters.
2. Liaise with local authorities on naming new developments.
3. Attend meetings as required.
4. Undertake other duties relevant to the post in consultation with the Development Officer (Administrative), the Development Manager and/or the Director of Property.

PERSONAL SPECIFICATION – ADMINISTRATOR

	ESSENTIAL	DESIRABLE
GENERAL SKILLS	<ul style="list-style-type: none"> • The ability to organise his/her own work and to prioritise between different tasks • Ability to work under pressure • Good communication skills in both Welsh and English – oral and written • Computer literate (Microsoft Office) 	<ul style="list-style-type: none"> • Ability to work without supervision • Accuracy in Welsh and English
QUALIFICATIONS AND EXPERIENCE	<ul style="list-style-type: none"> • Good general education 	<ul style="list-style-type: none"> • Experience of minute taking • Experience of office work or similar
KNOWLEDGE		<ul style="list-style-type: none"> • Knowledge of housing associations • Office organisation
OTHER	<ul style="list-style-type: none"> • Positive and methodical attitude • Ability to work as part of a team • Flexible attitude towards work • Willingness to give support to other departments within the Association • Commitment to equality and diversity. 	