



PARAGON HOUSING ASSOCIATION LIMITED

Assistant Estates Officer

EVH Grade 6 Spinal Points PA17 (£29,946) to PA 20 (£32,737)

We are seeking to recruit an Assistant Estates Officer to join our Housing Management Department. This post provides an excellent opportunity for the post holder to play a key frontline role within the Association by delivering our customer focused housing management and factoring services to around 1500 tenants and factoring owners in the Forth Valley area. A strong commitment to first class customer service and tenant involvement is essential.

As part of the Estates Team, the Assistant Estates Officer will be responsible contributing to the delivery of a responsive and efficient service in respect of estate management and factoring. This is a housing management post with a focus on working with tenants, owners and other partners to ensure effective neighbourhood management. The duties include on site estate inspections, health and safety inspections, ensuring tenancy conditions are met and dealing with anti-social behaviour. The post holder will require to build and maintain excellent working relationships with customers, external agencies and internal departments.

Excellent communication, negotiation and customer service skills, attention to detail and the ability to work flexibly as part of a team are essential attributes.

This is a permanent post. The post is 35 hours per week with flexible working hours depending on service requirements and there may be a requirement for some out of hours working. The Association is currently operating a hybrid working system and there may be a requirement to work from home at some times.

The full job description and person specification are available as part of our application pack which can be obtained as follows.

- By post from Paragon Housing Association Limited, Invergrange House, Station Road, Grangemouth, FK3 8DG
- Telephone: 01324 878050
- Email: enquiries@paragonha.org.uk
- Downloadable form from www.paragonha.org.uk
- C.V.s will not be accepted
- Late applications will not be accepted

If you would like an informal chat about the post please contact Evelyn Mathershaw, Housing Manager on 01324 878050.

The closing date is 4.00 pm on Thursday 26th May 2022.

We are committed to being an Equal Opportunities Employer. We welcome applications from all sectors of the community.