# cairncol

**POST: PROPERTY INVESTMENT ASSISTANT (Part-time)**

**INFORMATION FOR APPLICANTS**

#### ABOUT CAIRN HOUSING ASSOCIATION

Our mission is to provide good quality affordable homes and services in communities where people want to live.

Through our Head Quarters in Edinburgh and local offices in Edinburgh, Belshill and Inverness we intend to pursue our main objective of meeting local housing need in partnership with Local Authorities, Scottish Housing Regulator and others.

Established in 1976, we are a non profit organisation with charitable status and governed by the legislation that regulates registered Housing Associations. We have in the region of 260 full and part time staff and are governed by a voluntary Board made up of tenants and individuals with a range of appropriate skills and experience.

We manage approximately 3,500 properties throughout Scotland, providing a range of housing and support services:

**General Needs** **Housing** is provided for single people, couples and families in a wide range of developments throughout Scotland.

# Sheltered Housing is provided for retired people aged 60 or over whom, while able to live independently in their homes, benefit from support and emergency call services.

# Amenity Housing is designed mainly for people who are 50 or over and who as a result of a medical need or physical disability, would benefit from a 24-hour emergency alarm service.

# Shared Equity and Shared Ownership are Government initiatives which assist people to become homeowners by building properties that are regarded as affordable. In addition there is an advantage to the householder of owning a percentage of the equity of the home.

We also have some **Supported Housing** andspecial lets with voluntary agencies to meet specific needs.

#### ABOUT INVESTMENT

The Director of Finance and Investment has ultimate responsibility for the department delivering project management and development services, including the planned maintenance works to the Association’s stock. In addition, the investment team have responsibility for ensuring that the Association’s stock meets the Scottish Housing Quality Standard and other legislative and health and safety requirements. There is also a Investment growth programme of New Build properties active currently in the North. The investment services are delivered from Edinburgh, Inverness and Bellshill and involve close liaison with internal stakeholders, external funding bodies, local authorities and consultants.

#### ABOUT THE ASSET INVESTMENT TEAM

The Investment Team consists of the Head of Investment, an Investment Programme Manager, 2 Property Investment Managers ( 1 Acting up as Property Investment Coordinator ); 4 Property Investment Officers and 2 Property Investment Assistants.

The Head of Investment is responsible for the Association’s strategic approach to Asset Management and for co-ordinating the day-to-day running of the department, to meet the Association’s strategic objectives. The includes the co-ordination of works/ services via managers and officers and regularly providing reports and updates on key performance indicators to the Director of F&I and the Association’s Board.

The Property Investment Coordinator supports head of Service in dealing with day to day and supervisory requirements of the Managers. Primarily to facilitate focus on strategy for the Head of Service.

The Property Investment Managers are responsible for the delivery of the programmes of new development and planned and cyclical maintenance and for the line management of the four Property Investment Officers.

The Investment Programme Manager is responsible for maintaining the quality and integrity of the Association’s stock databases; co-ordinating programmes of planned investment to meet agreed budgets and to co-ordinate works and surveys to ensure that SHQS targets are regularly reported against and achieved.

The Property Investment Officers and Property Investment Assistant are responsible for project managing the delivery of works and services and for ensuring that service delivery performance is monitored and optimized.

#### ABOUT THE JOB

See enclosed job description.

#### CONTRACT DURATION

Fixed Term for 18 months with the possibility of extension

#### ABOUT OUR TERMS AND CONDITIONS OF EMPLOYMENT

#### Salary

The full-time salary range for this post is £15,200- £19,000 per annum. The pro-rated salary based on 18 hours per week is £7930:43 - £9913.04 per annum. If you are successful, you will normally be offered a starting salary at the start of this range. However, a higher salary may be awarded if you have skills and knowledge that are particularly relevant to the post and beyond the published minimum, with a maximum entry point at £8326.95 per annum. Salaries are subject to review a current Job Evaluation process.

#### Hours of Work

18 hours per week. Standard office hours are 9am to 5pm Monday to Thursday and 9am to 4.30pm on Fridays, with one hour for lunch. Although not contractual, flexi-time is in operation.

The Association may require you to perform a reasonable amount of work outwith your normal hours of work, depending on the needs of the business. You are not entitled to receive payment for this work, but if significant additional hours are required, time off in lieu may be granted at the Association’s discretion.

#### Annual Leave

Pro rata equivalent of full-time allowance at 25 days per annum

#### Public Holidays

10 days public holidays, 2 of which are taken at Easter with the remaining taken over Christmas and New Year when the offices are closed.

#### Additional Hours

The Association may require you to perform a reasonable amount of work outside your normal hours of work, depending on the needs of the business. You are not entitled to receive payment for this work; however, if you are requested to undertake significant additional hours, you will be paid at an agreed rate.

**Training and Development**

The Association is fully committed to ongoing development for all employees. Mandatory and developmental training is available.

#### Travel and Subsistence

Should you be required to travel on Association business, travelling and subsistence expenses will be paid at the approved Association rates.

#### Smoking

Cairn Housing Association operates a No Smoking policy.

#### Healthcare

Employees have access to health screening once every two years.

#### Relocation Expenses

No assistance will be given towards expenses incurred in taking up this appointment.

**ABOUT OUR APPLICATION PROCESS**

#### General

Please do not enclose your C.V. We need information from all applicants to be presented in a consistent format as short listing decisions will be based on the information you provide in the application form. It is therefore important that you complete all sections of the form as fully as possible. If you require more space than the form allows, please continue on a separate sheet. Your application form will be photocopied so please complete it in **black ink or typeface**.

#### Person Specification

This sets out what we consider are the essential and desirable requirements for this post. The information you supply on the application form should address these requirements so that we can see how you meet the criteria listed.

#### Relatives of Association Staff/Board Members

We ask if you are related to employees or Board members as Housing Associations are legally required to identify and record this information to prevent any suspicion of favoritism. Being related to staff or Board members does not prevent you from being employed with us, but failure to disclose such a relationship may do so. Details should include the nature of relationship e.g. niece or husband, and the name of the employee or Board member. If in doubt, please ask.

#### References

Please supply names and contact details of two people who can comment on your suitability for the post. One of these must be your current employer (or, if you are unemployed, your last employer). Referees should not be close relatives, friends or partners. References will not be taken up until after interview.

#### Qualifications

Under the heading of University/College/Other, please also include qualifications gained through other forms of learning such as correspondence, open or distance.

Please do not enclose copies of qualification certificates with your application. If you are invited to interview you will be asked to bring evidence of your highest relevant qualifications with you.

#### Other Relevant Training

Use this space to tell us about any other relevant training you have undertaken, which has not led to a recognised qualification but which is relevant to the post you are applying for.

#### Present/Most Recent Employment

If you have been with your current or last employer for a number of years and have held different posts during that time, please clarify this. If any of the earlier posts held were more relevant to the post you are applying for, please ensure that you tell us about them.

#### Statement in Support of Application

Please provide us with any additional information which helps to show how you meet the requirements of the post. Include experience gained through voluntary work, if relevant.

#### Disclosure Scotland

The successful candidate may be subject to either a criminal conviction check or Protecting Vulnerable Adults check through Disclosure Scotland, the cost of which will be met by the Association.

#### Asylum and Immigration Act 1996

In order to comply with the Asylum and Immigration Act 1996 the Association has to satisfy itself that you are legally able to work in the U.K. If you are invited to interview you will be asked to bring appropriate documentation with you e.g. passport, birth certificate, P60.

#### Equal Opportunities

We strive to be an equal opportunities employer and we welcome applications from people irrespective of their sex, religion or belief, nationality, ethnic origin disability or sexual orientation.



**Our Commitment To Applicants With Disabilities**

As a ‘Positive About Disabled People’ Symbol user, Cairn Housing Association is committed to a positive approach to persons who consider themselves to have a disability under the legislation and undertakes to fulfil various disability commitments outlined by Jobcentre Plus to those persons.

The Disability Discrimination Act (DDA) 1995 defines a disability as:

* A physical or mental impairment which has a substantial and long term adverse effect on a person's ability to carry out normal day-to-day activities

One of our commitments relates to guaranteeing an interview to all disabled applicants who meet the *minimum criteria* for the job.

In relation to the DDA 1995, we ask all job applicants, if you consider yourself to have a disability, whether you wish to take advantage of a guaranteed interview if you meet all the essential criteria as outlined in the person specification. However, there is no requirement to complete this section of the form.

**Fit for Work**

It is a requirement that candidates are fit to do the job for which they are applying.

"Fit for Work" means that an individual is physically, mentally and emotionally able to perform assigned tasks competently and in a manner which does not compromise or threaten the safety of themselves or others".

Should you have any queries regarding this please contact our Human Resources Department.

#### Interviews

Interviews will be held Thursday 11th February 2016 in Inverness.

#### Returning Your Completed Application Form

Completed application forms must be returned to us at the address below **29 January 2016.** Please mark your envelope “confidential” for the attention of Human Resources. **Postage - please ensure that you pay the correct postage cost, otherwise your application may miss the deadline.**

If you have any queries about your application, or the recruitment process in general, please contact the HR Department on 0131 556 4415.

Cairn Housing Association,

Citypoint,

65 Haymarket Terrace

Edinburgh

EH12 5HD

Email: recruitment@cairnha.com

Web site: [www.cairnha.com](http://www.cairnha.com)