



# **Forth Housing Association**

## **Property Services Officer**

### **EVH Grade 7**

### **£33,375 to £36,648 per year**

Forth Housing Association is a Stirling based charity which has built over 870 homes over the last 30 years and has developed a reputation for providing quality homes and services to its tenants. **We are now looking to recruit an enthusiastic Property Services Officer to this permanent post within our Tenant Services Team.**

Reporting to the Tenant Services Manager, the Property Services Officer will have responsibility for auditing and monitoring maintenance contracts, including our day to day repairs, in terms of budgets, targets and contractor's performance, as well as managing repairs for void properties in line with Forth's void letting standard. The post holder will inspect tenanted properties and ensure the proactive management and maintenance of the Association's properties.

The successful candidate will have experience of working in this type of role and will possess sound knowledge of current Planning Legislation, Building Regulations and Codes of Practice as they relate to architectural work, building services, maintenance and housing.

Possessing a relevant qualification and/or membership of an appropriate professional body, you will have excellent communication and team working skills and the ability to use Microsoft Office software. Committed to customer service excellence, you will have a proven track record of delivering positive results in a similar dynamic business environment and will be committed to achieving continuous improvement in service delivery.

If you think this could be you please contact [margaret@forthha.org.uk](mailto:margaret@forthha.org.uk) and ask for an application pack, which will tell you more and includes an application form. Please note no CVs will be accepted.

**Closing date for applications is noon on Friday 26<sup>th</sup> June 2020**  
**Interviews scheduled for: Tuesday 7<sup>th</sup> July 2020**

Forth Housing Association is an Equal Opportunities employer and welcomes applicants from all sections of the community. We will interview all applicants with a disability who meet the essential criteria for the job.



**Forth Housing Association Ltd is a Registered Scottish Charity NO. SC003550**