



### Job Description: Housing Officer

<b>Job title:</b>	<b>Housing Officer</b> <b>Reference: HO03</b>
<b>Location:</b>	Dublin
<b>Responsible/Reporting to:</b>	Head of Housing and Property Management
<b>Job purpose:</b>	Working as part of HAIL's Housing Management Team you will be responsible for managing the tenancies and properties in your designated area, in accordance with the Organisation's policies and procedures and contributing to the overall successful performance of the Team. You will also be responsible for developing and maintaining strong working relationships with your HAIL colleagues and with the key external stakeholders including the relevant personnel in the Local Authorities.
<b>Salary Scale:</b>	€40,316.19 to €54,220.80
<b>Job Information:</b>	This is a full time post, 35 hours per week over five days, Monday to Friday. Some evening work may be required.

#### About HAIL

#### **HAIL is an Approved Housing Body with over 400 properties**

HAIL has a strong reputation in providing both quality housing and floating support services to people with mental health difficulties in their own homes across Dublin, Kildare, Portlaoise, Longford, Limerick, Louth, Offaly, Sligo and Wicklow.

HAIL's vision is to be the provider of choice for housing and support for people with mental health difficulties, enabling them to achieve and sustain independent living in the community by having secure, quality, affordable accommodation with appropriate support services tailored to their needs.

HAIL's mission is to provide housing and individually tailored services to support people, primarily those with mental health difficulties, to integrate and live independent lives in the community.

## **Role Description**

To act as Housing Officer in the Dublin and surrounding area (current patch approx. 200 units) and to carry out all of the duties as specified below. HAIL may from time to time reallocate responsibilities and may require the Housing Officer to take on relevant tasks and projects.

### **Key Roles and Responsibilities – Lettings/Allocations**

- Managing the letting and allocations of properties per the Association's Lettings Policy, including ensuring compliance with all regulations.
- Developing and maintaining effective relationships with the local housing authority and other referral agencies.
- Interviewing and assessing prospective residents and making allocation decisions.
- Co-ordinating the viewings of properties with prospective tenants at hand-over and re-let stage.
- Liaising with support staff in the interviewing and allocation of properties for families and individuals with additional support needs.
- Together with support staff preparing, planning and delivering pre-tenancy programmes.
- Ensuring all properties are let within the time specified in KPIs.
- Advising prospective residents with regard to tenancy agreement.
- Advising residents and prospective residents of housing options.
- Work in partnership with the Support Team to ensure tenancy sustainment.

### **Key Roles and Responsibilities – Rent**

- Managing the tenants rent and service charges system as per the Association's Rent Policies and Procedures.
- Ensuring income returns and changes of circumstances are received.
- Advising tenants with regard to assessments.
- Responsibility for identifying debt and managing cases of bad debt.
- Arrears control and ensuring arrears KPIs are met.

### **Key Roles and Responsibilities – Estate Management**

- Ensuring properties meet all regulatory and HAIL letting standards.
- Regularly visiting/inspecting developments/properties and completing necessary paperwork.
- To carry out regular fire equipment inspection and drills.
- Recording any nuisance and taking appropriate action.
- Managing Anti Social Behaviour and other breaches of tenancy as per the Association's Policy.
- Recording and identifying causes of damage to property and ensuring it is remedied.
- Maintaining accurate current records of all properties, residents and incidents.
- Attending community group/management company meetings from time to time or where necessary or appropriate.

### **Key Roles and Responsibilities – Repairs**

- Managing and implementing the repair service efficiently per the Association's Repairs & Maintenance Policy.
- Responsibility for managing contractors and ensuring value for money.
- Responsibility for seeking quotations/tenders and making recommendations when appropriate.
- To assist in the management of a programme of planned/cyclical maintenance.
- Organising the repair of properties prior to re-letting.
- Responsibility for inspecting repair work and ensuring quality of workmanship.
- Inspecting void properties.
- Responsibility for counter-charging tenants where appropriate.
- Responsibility for ensuring that maintenance KPIs for the area are achieved.
- Responsibility for maintaining the repairs and maintenance expenditure within budget.

### **Key Roles and Responsibilities – Organisation**

- Utilising the housing management computer system for the administration and maintenance of all relevant housing management files.
- To create, manage, update and maintain all housing management/ tenant files.
- To contribute to policy and procedures and to participate in the ongoing review and revision of documents within a service improvement framework.
- Developing and maintaining relationships with local housing authorities and other agencies who have a key role in effecting housing management.
- Keeping abreast of key legislative and procedural matters which affect your work as Housing Officer.
- Producing reports as required on housing management and key performance indicators for all properties and developments in your allocated area.

### **Key Roles and Responsibilities – Training**

- Attend/Request training appropriate to your role.

### **Key Roles and Responsibilities – Other**

- To fulfil all care and high standards regarding both HAIL's and your own health and safety obligations.
- To positively promote the Association in all activities.
- To exercise discretion in all aspects of the role.
- Any other duties which are consistent with your role.

**Person Specification** - Key requirements for this post are;

**1. Qualifications**

Candidates are required to have a property or housing qualification: the equivalent level of the Higher Certificate in Property and Facilities Management, or the CIH Certificate in Housing for example would be desirable.

Full clean Irish driving license is essential.

**2. Experience, Knowledge & Skills**

***The Applicant must have proficient experience, knowledge and skills in the following areas to be deemed suitable for this position.***

- At least two years recent experience in a housing or property management role preferably in a Housing Body or Local Authority.
- Experience of working with a vulnerable client group is desirable.
- Experience of managing and working collaboratively with multiple internal and external stakeholders.
- Strong communication & interpersonal skills.
- Ability to work on own initiative and as part of a team.
- Excellent planning & organisational skills.
- A working knowledge of Housing Law – tenant's rights and responsibilities and RTB processes.
- Excellent attention to detail.
- Strong proficiency in the MS Office suite of programs.
- Experience of report writing.

**3. Conditions**

The Salary will be commensurate with the experience of the individual appointed and in line with the Organisation's salary scale.

**Salary Scale:** €40,316.19 to €54,220.80.

**HAIL offers:**

- Flexible working hours
- 24 annual leave days plus 3 Company days
- Company Pension Scheme with current contributions rates of 6% employer contribution and 6% employee contribution
- Death in Service Benefit
- Health insurance for serious illness
- Training and development
- Paid expenses

#### **4. Appointment**

This post will be filled immediately.

All contracts are subject to successful completion of a six month probationary period.

#### **5. Recruitment Process**

Please send a **letter of application** outlining your suitability for this role and your **C.V.** to [hr@hail.ie](mailto:hr@hail.ie) by **1pm** on **Wednesday 28<sup>th</sup> April 2021.**

Only those shortlisted for Interview will be responded to.

**HAIL is an equal opportunities employer.**

