



ng homes Recruitment Pack

Project Officer



Our Vision: A community where people can flourish and prosper





Welcome to ng homes

Thank you for showing an interest in ng homes and the role for which we are currently advertising. We hope you find this pack provides you with a glimpse into the Association and the vital work we do – and helps support you as you complete your application.

We wish you every success in your application.

Who we are

The Association was started in 1976 as Mansel St Monance Housing Association and over the last five decades has acted to represent, support, and serve the people of the area.

ng homes is a leading community based Housing Association that provides housing and support services to almost 7,000 tenants and owners within North Glasgow. We have over 5,000 homes across North Glasgow in the communities of Springburn, Balornock, Possilpark and Parkhouse.

What we do

ng homes sits at the heart of the North Glasgow community. We are more than just a provider of homes. We are an anchor organisation which works with the community to improve the standard of living and housing and ultimately improve the lives of our tenants.

We accept the responsibility we have as a social housing provider to not only provide the highest quality of homes, but also to provide support, advice and services which go beyond providing a roof over people's heads.

We offer financial advice and guidance and support with community development. We invest in the area and work closely with local politicians, councils, businesses, and people. We champion industry, equality, and diversity. We are dedicated to providing opportunities for local people.

We want to be synonymous with the progress and work done in this region. This is ongoing – we are dedicated to ensuring services and support are in place which meets the challenges of the area and needs of local people.

But there is still much work to be done, and that's where you come in.

By joining ng homes, you will be a part of an Association that puts local people first and which aims to play a pioneering role in the future of Scottish Social Housing. As a team, we are dedicated to this cause.

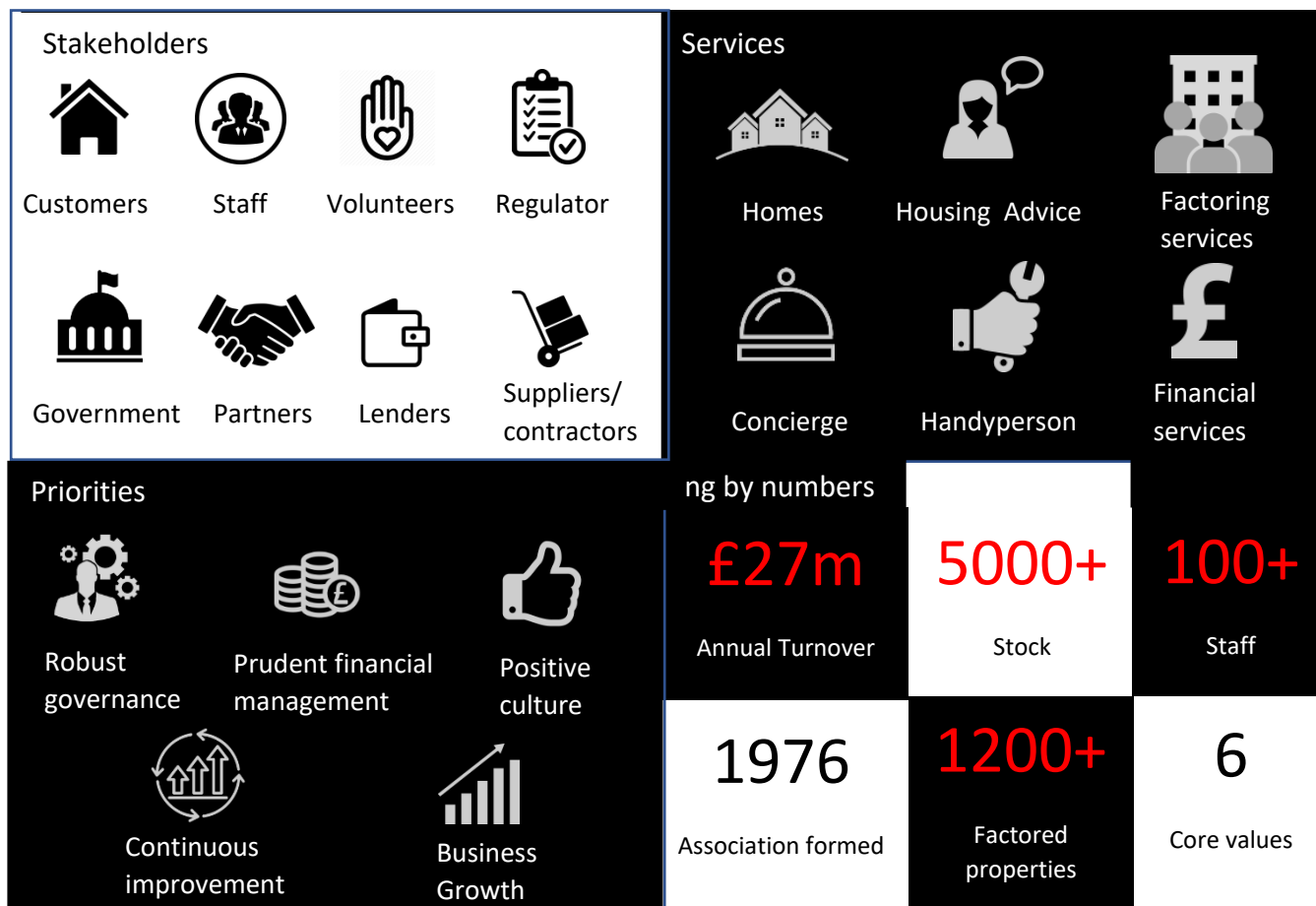


Our Values

- ⇒ We are a quality organisation delivering excellence
- ⇒ We act with integrity
- ⇒ We are friendly and treat people with respect
- ⇒ We are customer focused and put the customer first
- ⇒ We are trusted and trusting
- ⇒ We are accountable

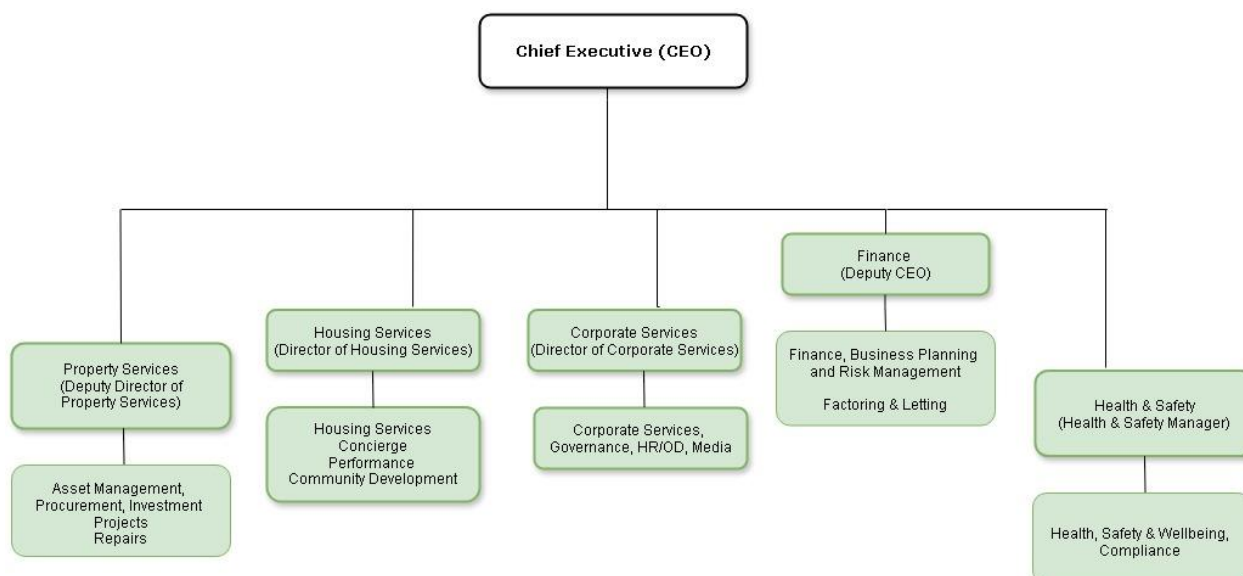


ng background



Our full business plan is available on our website at www.nghomes.net

Structure





Why work for ng homes?

The benefits of working with ng homes:

✓ **Salary**

Salaries are paid monthly into your bank account. Salaries are normally paid on an increasing scale with progression to the next point of the scale yearly (1st April).

✓ **Hours**

Normal hours of employment shall be 35 hours per week.

✓ **Holidays**

Holiday entitlement is 27 days annual leave per year. There are also 17 days public/general holidays per year.

✓ **Pension Scheme**

We offer the choice of two pension schemes. One scheme is offered through the People's Pension and under the requirements of Auto Enrolment. The other pension scheme offered is a defined benefit care 80th scheme through SHAPS.

✓ **Staff Life Assurance**

A non-contributory staff life assurance scheme is in operation.

✓ **Sick Pay Scheme**

The Association operates a sickness benefit scheme for staff.

✓ **Continuous Service (in line with EVH Terms and Conditions)**

Certain previous employment may be considered reckonable for statutory and non-statutory benefits.

✓ **Company Health Plan**

The Association will provide a Healthcare Plan on behalf of all members of staff. The payment of this plan will be set by the Association and may be varied without consultation. This will be treated as a taxable benefit.

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Interested ...?

Here's what you need to know and how to apply.

Project Officer

Grade: EVH Grade 7, PA22-PA25

Salary: £39,072-£42,903 per annum

Hours : 35 Hours per week

Contract: Permanent

Excellent benefits including pension and company health plan

ng homes is a leading community based Housing Association that provides housing and support services to almost 7,000 tenants and owners within North Glasgow. Our customers are at the heart of our business and we strive to deliver customer service excellence in all that we do.

We are looking to recruit a Project Officer who will be responsible for all aspects of day-to-day management of projects within the Property Services Department. These duties will include planning, monitoring, controlling, reporting, co-ordinating and bringing to completion planned maintenance, investment, cyclical and compliance projects within the agreed time, budget and quality. The post holder will work in partnership with project consultants and contractors setting deadlines and assigning responsibilities when required

Candidates will have experience in leading and coordinating multifunctional consulting teams and experience of contract management along with a proven track record of managing and tracking multiple projects, often with competing deadlines. The successful candidate should be able to work effectively with a diverse range of stakeholders including colleagues, consultants, tenants and focus groups.

If you wish to apply for this post please download an application pack from www.nghomes.net or alternatively contact Marion Gallacher on 0141 336 1310.

Completed application forms can be returned by email to hr@nghomes.net with the subject heading: Project Officer.

If you are returning your application by post please send to: Marion Gallacher, Corporate Services Assistant, ng homes, Ned Donaldson House, 50 Reidhouse Street, Springburn, Glasgow G21 4LS.

The closing date for receipt of completed applications is 12.00 noon on Wednesday 5 March 2025.

Applications received after this date and time will not be considered.

Interviews will take place on Friday 14 March 2025.

Please note that we do not accept CV.

Job Profile/Person Specification



Job Details			
Job Title:	Project Officer	Grade:	EVH Grade 7 (PA22-25)
Department:	Property Services	Reporting To:	Compliance & Maintenance Manager
Date Completed:	February 2025	Contract / Hours	35 hours per week
Job Summary			
<p>The post holder will be responsible for all aspects of day-to-day management of projects within the Property Services Department. These duties will include planning, monitoring, controlling, reporting, co-ordinating and bringing to completion planned maintenance, investment, cyclical and compliance projects within the agreed time, budget and quality. The post holder will work in partnership with project consultants and contractors setting deadlines and assigning responsibilities when required.</p>			
Main Duties of the Post			
<p>The main duties of the post are to:</p> <ul style="list-style-type: none"> • Co-ordinate and deliver projects within the Property Services Department • Programme and project monitoring of development sites, identifying critical path items and external pressures • Manage investment project lifecycle. Ensure projects are complete within timescale and budget • Collate documentation to assist in funding applications for potential development sites • Scope, prepare and liaise with contractors and consultants for existing programmes and future projects • Ensure compliance with the requirements of the Scottish Social Housing Charter and the ARC for the Scottish Housing Regulator • Assist with the procurement of works contracts and service contracts • Analyse performance and progress in projects, reporting regularly to the Property Services Managers • Effectively estimate costs, timescales and resource requirements for the successful delivery of projects. 			

- Assist with ensuring ng homes meets its obligations in relation to compliance with the Scottish Housing Quality Standard (SHQS), Energy Efficiency Standard for Social Housing (ESSH) and the Net Zero Agenda.
- Utilise ng homes Planned Maintenance Module to record all project information and update the ng homes Asset Management Module, to ensure accurate life cycle costing in support of overall stock asset management
- Manage, administer and respond to customer enquiries and complaints, in compliance with ng homes values and policies
- Assist in the production of consolidated reports for internal use and for the Regeneration Committee and the Board
- Prepare for and participate in regular progress, strategy and planning meetings with the Maintenance Manager, and other staff or tenant or factored groups as required
- Attend open days, public meetings and owners' meetings to inform tenants and owners of current and future projects
- Ensure project management documents are complete, protected and stored in a methodical manner in the ng homes corporate document control structure
- Contribute to the Strategic and Operational Risk Management Register for ng homes
- Adhere to ng homes' governance and compliance policies, procedures and processes.
- Comply with all ng homes' Health and Safety Policies
- Check Compliance Dashboard daily and report any concerns to the Compliance & Maintenance Manager
- Provide day-to-day supervision of the Assistant Project Officer
- Undertake any other reasonable duties as may be required

Person Specification		
Category	Essential Criteria	Desirable Criteria
Experience	<ul style="list-style-type: none"> • Experience in leading and coordinating multifunctional consulting teams • Understanding and experience of contract management 	<ul style="list-style-type: none"> • Experience of successfully achieving cross-sector partnership projects. • Experience working on, new build and major refurbishment projects
Skills and Abilities	<ul style="list-style-type: none"> • Strong interpersonal skills • Ability to manage and track multiple projects, often with competing deadlines • Ability to work with autonomy to proactively develop and deliver projects to be responsible and accountable for decisions and actions • Excellent verbal and written communication skills • Excellent Administration and IT skills. Detailed working knowledge of computerised office software including, Microsoft Excel, Word and Outlook 	<ul style="list-style-type: none"> • Strong negotiation and problem-solving skills and experience of using these in the workplace
Qualifications and Knowledge	<ul style="list-style-type: none"> • Knowledge of project management principles • Previous experience of managing capital or planned programmes dealing with multi-disciplinary teams • A good working knowledge of Scottish Building Standards, NHBC requirements and other relevant regulations • Good working knowledge of the CDM Regulations 2015 • Good knowledge of the Health and Safety at Work Act 1974 	<ul style="list-style-type: none"> • Knowledge of the housing sector • Possess a relevant qualification • Understanding of the pressures and critical paths within a development project and programme • Experience completing and submitting funding applications for major refurbishment and development projects

<p>Personal Qualities</p>	<ul style="list-style-type: none"> • Flexible approach • Ability to work unsupervised, plan and prioritise work • Able to work effectively with a diverse range of stakeholders including colleagues, consultants, tenants and focus groups • A strong team player • Methodical • Close attention to detail 	
<p>Other Requirements</p>	<ul style="list-style-type: none"> • Committed to providing a high level of customer service at all times • Flexibility to work out-with normal office hours, if required 	



Guidance Notes for Job Application

Please tick the boxes to confirm you have read these notes carefully – they are there to help you make the best of your application.

Please ensure you complete and return the Application Form, Declaration of Interest Form and Eligibility to Work in the United Kingdom Form. Failure to return any of these forms may result in your application being withdrawn from the selection process.

All posts will be subject to confirmation of qualification, eligibility to work in the United Kingdom, satisfactory references, satisfactory health clearance and PVG check (if applicable to the post).

1. The form should be typed or completed in black ink or black ball-point pen for photocopying purposes.	Tick <input type="checkbox"/>
2. Please do not send in your curriculum vitae.	<input type="checkbox"/>
3. One of your references should be your present or most recent employer. If you have not been employed or have been out of employment for a long time, you may wish to give the name of your last employer or someone who knows you sufficiently well to confirm the information you have given and to comment on your ability to do the job. Please note the referees will not be contact prior to interview.	<input type="checkbox"/>
4. The enclosed Person Specification lists the minimum essential requirements for this post. When short listing for interview, the selection panel will consider the information contained in your application form and assess this against the Person Specification.	<input type="checkbox"/>
5. It is not the responsibility of the selection panel to make assumptions about the nature of the work you have done from a list of job titles. It is therefore important that you use the space provided to detail your experience and skills. Neither is it enough for you just to state that you meet the requirements of the post. Life experience and skills are just as valid, so long as you are able to demonstrate this.	<input type="checkbox"/>
6. If you are short listed for interview, the selection panel will wish to discuss the areas covered in the Person Specification in more details. This will include your commitment to and understanding of Equal Opportunities.	<input type="checkbox"/>
7. If you are related to any employee of ng homes or our subsidiary company ng2, or to any Board or Sub-Committee member of ng homes or our subsidiaries ng2 or ng property (Scotland) – please provide details via the enclosed Declaration of Interest Form.	<input type="checkbox"/>
8. ng group is an Equal Opportunities employer and we make appointment on merit, regardless of: age, disability, gender, reassignment, marriage & civil partnership, pregnancy & maternity, race (including colour, nationality ethnic or national origins and citizenship), religion/belief, sex and sexual orientation.	<input type="checkbox"/>



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INVESTORS IN PEOPLE
We invest in people Gold
INVESTORS IN PEOPLE
We invest in wellbeing Gold



ng homes is the trading name of North Glasgow Housing Association Ltd.
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