



Maintenance Officer
Location: Govan, Glasgow

Salary: £39,072 - £42,903 per annum (plus pension)

Hours: 35 hours per week

Grade: EVH Grade 7 (Spinal Points 22-25)

Contract: Permanent

Due to the retirement of a long standing member of staff, Elderpark Housing is looking for an outstanding candidate to join our Maintenance Services department. We are looking for someone who has a passion for engaging with people, a strong knowledge of all things maintenance and someone who has the desire to work for an organisation focused on delivering excellent services to our tenants and residents each and every day.

The role of the Maintenance Officer is to assist in providing a high quality, effective and efficient repairs, maintenance and improvement service to the tenants and residents within our communities. The focus of the service is to get it right first time. The successful candidate will deliver a high quality, consistent service, be visible and approachable to our tenants and show a high level of fairness, empathy and respect to those residing within our homes.

The successful applicant should be able to demonstrate the following:

- Strong working knowledge of property repair and maintenance, ideally within a social housing setting
- Excellent customer care skills and customer focused approach to service delivery
- A proven track record in effectively managing & delivering property investment & maintenance programmes
- Ability to develop good relationships with staff, committee, external partners and our residents
- Self-motivated and flexible attitude to tasks
- Excellent communication, listening and interpersonal skills

We are based within Govan in an easily accessible location with fantastic transport links although we also have homes in Ibrox, Cessnock and Kinning Park. We offer excellent conditions of service and are committed to supporting and developing our employees to ensure they reach their full potential. We are committed to equality and diversity and welcomes applications from all sections of the community.

How to apply

We are inviting candidates to submit a CV with cover letter for this role. Full information can be found in our application pack which may be downloaded from our website <https://elderpark.org/vacancies/>. Please return your CV and cover letter to recruitment@elderpark.org.

The closing date for applications will be **12 noon on Wednesday 23rd October 2024** with interviews to take place on week commencing **Monday 4th November 2024** in our office at 65 Golspie Street, Govan.