



Technical Operations Assistant

Applicant Information Pack



We build homes, create communities and transform lives

Alternative formats

If you require this document in an alternative format, such as large print or a white or coloured background, please contact our Communications team.



unitedwelsh.com/contact



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About Us

United Welsh is an award-winning not-for-profit organisation providing homes and related services in South Wales. We are passionate about building homes, creating communities and transforming lives.

We look after over **6,300 homes** for people across **11 local authority areas**, and our services help thousands more in our communities.

Helping people to live happily and in good health is important to us, and we are proud to have been named fifth best landlord in the UK.

We have a new building programme that is worth around **£35m** each year and in the next five years, we intend to build **1,300 more homes**. We are ambitious about how we can help people to live their best lives, working

with a range of partners including local and national government and the NHS to give people choice; tackling poverty, improving wellbeing and playing our part in ending homelessness.

The United Welsh Group also incorporates our subsidiary Celtic Horizons Ltd which, in partnership, looks after all our property services, and Harmoni Homes Ltd, which builds affordable homes and homes for sale.

We are also developing a new social enterprise, Celtic Offsite, that will manufacture low carbon homes and support the local economy to thrive.

With almost **400 employees** and a turnover of over **£40m**, we are an ambitious organisation with a strong sense of social purpose.

Life at United Welsh centres around our culture. We live by our values which connect us and inspire us, guiding our strategies as well as the decisions we make day to day.



About Us

United Welsh

**Celtic Horizons
Ltd**

**Harmoni
Homes Ltd**

Developing Homes for
United Welsh

**Celtic
Horizons**

Asset
Management

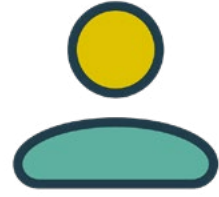
**Celtic
Offsite**

Timber Frame
Factory

The Celtic Horizons Asset Management service for United Welsh is delivered in partnership with Mears Ltd



Job Profile



Technical Operations Assistant

Reporting to

Managing Director, Celtic Offsite

Broad purpose of the post

We're looking for a Technical Operations Assistant to join our team at Celtic Offsite. Celtic Offsite is a social enterprise within the United Welsh Group, manufacturing timber frame structures from a factory in Caerphilly.

You'll will work closely with the Partnerships Manager and Operations Manager, assisting with drawing measurements, generating quotations and attending technical workshops and design team meetings.

We are committed to supporting the professional development of the right candidate, including accommodating college or university commitments.

- Full time, 40 hours (part-time hours will be considered)
- £27,000 per annum / £12.98 per hour
- Permanent
- Closes Tuesday 14th May, 9am
- Interviews: w/c 20th May

Key Accountabilities



- Conducting drawing measurements
- Generating quotations
- Offering technical assistance to the Partnerships Manager
- Taking part in technical workshops and design team meetings
- Working closely with our Operations Manager
- Reviewing performance metrics and production programmes to ensure efficiency and quality standards are met
- Staying informed about latest industry advancements.



Personal Requirements

Essential

- Efficiently plan and prioritise tasks to meet tender deadlines
- Ability to work autonomously, as well as collaborating effectively within a team
- Maths GCSE
- Minimum requirement of a HND in construction (or equivalent) or currently pursuing one
- Capability in comprehending and measuring drawings
- Skilled user of Microsoft 365, with confidence in Excel
- Strong communication abilities
- Holds a full driving licence
- Enthusiasm for staying updated on the latest innovations and standards within the industry

Desirable

- Proficient in using Bluebeam software (or similar)
- Experience in estimating or a commercial role
- Familiarity with the timber frame industry
- Possession of a Construction Skills Certification Scheme (CSCS) card.

Requirements within the essential criteria of the Personal Requirements will be used for shortlisting purposes. However, all of the criteria will be considered in the process of making an appointment.

Terms and Conditions

Current Salary

£27,000 per annum / £12.98 per hour

Pension Plus

While working at United Welsh you are eligible to join our pension scheme. United Welsh partner with the **Social Housing Pension Scheme (SHPS)** to deliver our pension provision for employees.

Leave

- **25** days plus bank holidays

How to apply

To apply, please send a copy of your **CV, a cover letter and the Equality, Diversity and Declaration of Interest form** to jobs@unitedwelsh.com. In the cover letter, please outline why you believe you would be successful in this role based on your experience and on the essential/desirable criteria in the job description, in no more than 500 words. **If you do not send a cover letter and the EDI form along with your CV, you will be at risk of your application not being progressed further.**

Closing date: Tuesday 14th May, 9am

Interview date: w/c 20th May

We do reserve the right to close this role early if we receive a high volume of suitable applications.

Within your CV, please provide the names, positions, organisations and contact details for two referees, one of whom should be your current or most recent employer. We will not approach these referees prior to the shortlist stage, and we will seek your permission first. However, references will be sought as part of our pre-employment checks for the successful candidate.

- We would be grateful if you could submit the Equality Diversity and Declaration of Interest form with your application. You can complete this form online. The information you provide will be used for monitoring purposes only and will be kept separate from your application
- Please ensure your CV and other documents are emailed as a Word or PDF file, as unfortunately, we are currently unable to accept applications in any other formats at the moment
- Requirements within the essential criteria of the Personal Requirements will be used for shortlisting purposes. However, all the criteria will be considered in the process of making an appointment.



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