

TAFF

We deliver great homes and services
and support communities to thrive.

Taff is responsible for over 1,500 homes across Cardiff and we provide support services to people across four local authorities in South East Wales.

We develop and deliver reliable services. Building and maintaining quality homes, working with local communities and building long-term partnerships.

As we continue to grow, we'll continue to use our position of influence to create positive change.

Our Values

We inspire
Trust



We are
Ambitious



We are always
Learning



We are
Kind





We are looking for a caring and compassionate person to work at our newly renovated 10 unit supported accommodation project in the Vale of Glamorgan.

You will be responsible for maintaining the project building, completing reactive and planned repairs (light to medium grade), decorating, procurement of furniture, estate materials and the reporting of maintenance issue to the Project Manager. You will also be responsible for assisting in maintaining the standards of health and safety around the building and preparing void properties to ensure that they are ready for new residents.

The role of Estate Assistant is key in helping us deliver and maintain our project and provide a comfortable and safe home to our residents. We are looking for an individual who is self-motivated and comfortable working independently with an ability to identify tasks and the confidence and competency to resolve these.

By building positive relationships and taking a work with approach we will help residents achieve their goals and support residents to move onto independent living.

Working closely with both the Project Manager and the wider team to ensure that we prioritise and deliver on the needs for maintaining a busy supported accommodation project. There will also be scope for working with another Project Estates Assistant to deliver services in this and our other supported accommodation project, as the needs of the business arise.

We welcome any questions in advance of an application, so please get in touch with Liz Davies, if there's something that matters to you that we haven't quite covered – Liz.davies@taffhousing.co.uk

THE ROLE

Role title: Estate Assistant

Responsible to: Supported Accommodation Manager

Team: Ty Catwg - Supported Accommodation

What you'll do...

Be responsible for maintaining the project building, completing reactive and planned repairs (light to medium grade), decorating, procurement of furniture, estate materials and the reporting of maintenance issue to project manager. You will also be responsible for assisting in maintaining the standards of health and safety around the building and preparing void properties to ensure that they are ready for new residents.

What you will be responsible for?

- Maintaining a high standard of living conditions for our residents through responsive and effective completion of reactive repair requests.
- Working with the manager to identify and prioritise planned works and completing a rolling programme of decoration across the project.
- Ensuring the safety and security of the building, internally and externally, through the monitoring of the buildings condition and systems/ items within.
- Working in a safe and considerate way around the project.
- Undertake and manage programme of regular compliance and safety checks, including Legionella's monitoring, fire identification systems, CCTV, fire door visual inspections and other elements of safety around the building. COSSH compliance.
- Reporting of all maintenance issues to Taff CSA team/ Surveyor/ Contractors as required.
- The purchase of estate items/ furniture/ equipment/ tools in line with budgetary agreement from Supported Accommodation Manager. Building and installation of said items.
- Performing minor plumbing, carpentry, gardening and joinery tasks

THE PERSON

Essential Skills, Experience and Qualifications:

- A good knowledge of building management, experience of completing repairs and confident in trouble shooting issues independently.
- Self-motivated and ability to work as sole post holder on site.
- A commitment to working in a trauma informed approach, helping to maintain the effectiveness of our psychologically Informed environment (PIE).
- An effective communicator both with team members and with residents.
- To work flexibly when requested (and with notice) to meet the operational needs of the project.
- To encourage individuals to value diversity and challenge behaviour which undermines the ethos of equality.
- A commitment to delivering high quality services based on core values.
- A good understanding of Health and Safety requirements and safe working practices including COSHH.
- Ability to drive and access to own vehicle.

We'd also need you to:

- Digitally savvy, able to use Taff's latest technology / kit.
- Comfortable to work in an agile environment, with a focus on 'getting the job done'.
- Actively anti-racist and tackle all types of discrimination, not just for our customers, but for our colleagues too, welcoming and celebrating difference.
- Possess a positive 'can do' attitude and actively contribute to creating an awesome Taff culture.

We ask all Taff employees to...

- Keep up to date with changes in systems, policies, procedures and working practices.
- Take ownership for your personal safety and that of those around you.
- Take the opportunity to develop your skills and knowledge.
- Contribute to a happy and positive workplace.

*This job description is indicative of the range of current duties and responsibilities for the post. It is not comprehensive. This post is expected to develop over time with the skills and knowledge of the post holder and it is essential therefore, that it is regarded with a degree of flexibility, so that changing needs and circumstances can be met. All changes will be discussed with the post holder.

CONDITIONS OF SERVICE

Annual salary:	£10,017 (Based on FTE £25,042)
Contract type:	Permanent
Working Week:	14 hours over 2 days (days can be negotiated with the successful candidate). Some flexibility will be required.
Location:	Ty Catwg, Barry, Vale of Glamorgan

Colleague Benefits:

- ▶ 25 days annual leave (extra 1 day leave after 5 & 10 years' service – total of 27 days)
- ▶ 4 extra concessionary days and public bank holidays.
- ▶ Defined Contribution SHPS Pension scheme with a maximum contribution of up to 9.25%.
- ▶ Enhanced sick and maternity pay
- ▶ Simplyhealth cash plan covering optical, dental, chiropractic treatment and more.
- ▶ Permanent Health Insurance through Canada Life.
- ▶ 'WeCare' service through Canada Life for employees and their household giving access to GP consultations, specialist counselling and many other services
- ▶ Employee Assistance Programme through LifeWorks
- ▶ Business Mileage expenses will be reimbursed when using your own motor vehicle for use on official journeys.

Checks: DBS and reference checks required. Appointment will be confirmed only upon satisfactory response.

To apply for this post please send your CV to careers@taffhousing.co.uk stating the job reference number. Please also ensure you complete the [Equal Opportunities Form](#) by [clicking here](#).

Closing date: Tuesday 7th May 2024 at 9.30am

Interview date: Thursday 16th May 2024