



Housing Grants Officer

37 Hours per Week

Grade 5 - £26,051 - £30,110 FTE - Pay award pending

Boston Borough Council and East Lindsey District Council work together as a strategic alliance with a single workforce. As Councils we are going through an exciting period of transformation. We're becoming agile, innovative and commercial organisations underpinned by a healthy, people-centred, collaborative culture. We believe work should be enjoyable, challenging and rewarding. We work hard to create an environment in which our teams are supported to achieve their potential. We aim to continually improve the services provided to local people as part of our commitment to improve the quality of their lives and the environment we all live in and enjoy. Working for us, you can make an important contribution to that aim.

We are looking for a suitably qualified and experienced individual to assist in the provision of a comprehensive home adaptations service for home owners, housing association tenants, private tenants and licensees who are seeking a Disabled Facilities Grant or who require a Discretionary Housing Assistance Grant in order to retain their independence, health and wellbeing.

Working with the Team Leader for Accessible Homes and the Service Manager the successful applicant will work with clients, Occupational Therapist, contractors and other parties to deliver appropriate adaptations and other works to people's homes

As part of the Housing and Wellbeing Service this position offers you a great opportunity to contribute to delivering safe accessible homes to support and protect vulnerable people within the borough. You will have a good education with at least two years' knowledge and experience in housing construction and design, including the use of CAD-lite design, with a successful track record of working with the public. You will ideally be qualified and experienced in the use and application of the Housing Health and Safety Rating System.

The successful applicant will ideally be able to demonstrate up to date knowledge of the relevant legislation and guidance relating to Disabled Facilities Grants and other housing grant assistance.

You will have excellent written and verbal communication skills, be IT literate, and able to work on your own initiative or as part of a team: committed to undertaking continuing training and development.

A flexible approach to working hours is required to fulfil this 37 hour contract, to be worked between Monday and Friday each week

In return for your commitment and enthusiasm we can offer a varied and interesting workload and a genuine commitment to your career development.

We have an attractive benefits package including:

- Family friendly benefits
- Career average pension scheme
- 29-31 days annual leave

If you would like an informal discussion about the post please contact Stuart Horton on 01205 314518 or email your questions to stuart.horton@boston.gov.uk.

For further information please visit our website at www.boston.gov.uk. If you require assistance please contact HR on 01205 314204 or email HR@pspsl.co.uk

Closing date: Midnight on 18th July 2021

