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**We are Hiring!**

**We are looking for 2**

**Multi Skilled Operatives**

**to join our team.**

**(1 x Permanent & 1 x Fixed Term until September 2025)**

**.**

**Read on for more info**

**and how to apply.**

# Welcome Note from our Chief Executive

Thanks for your interest in working for Newydd.

Having celebrated over 45 years of existence, Newydd has a proud history as an innovative housing association, but we have ambitious plans for our future. With almost 3,000 homes across South and Mid Wales, we intend to build 500 more homes in the next five years. In 2018 we established our subsidiary, Newydd Maintenance Limited, to deliver our repairs and maintenance programme.

Newydd is more than just a landlord. We don’t build houses; we build homes. A vital part of our role is to engage with, and support our tenants, to improve their quality of life and create sustainable communities that our tenants are proud to live in.

Read on to find out more about what we are looking for. If you feel confident that you can add value and you are excited about joining the Newydd family, then we very much look forward to receiving your application.

Best of luck with your application and if you experience any technical difficulties or have any questions about the job vacancy or the application process please contact a member of the HR Team by email at [humanresources@newydd.co.uk](mailto:humanresources@newydd.co.uk).



Jason Wroe

Chief Executive

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**Who are Newydd?**

Newydd Housing Association is a charitable housing association that offers affordable homes for rent to people where need is at its greatest. A second Group subsidiary was established in 2013. Living Quarters Wales’s role is to provide private rented housing and homes for sale. The most recent Group subsidiary Newydd Maintenance was established in 2018 to bring the repairs and maintenance service in-house.

We own and manage around 3,000 homes across South and Mid Wales. Our primary areas of operation are Vale of Glamorgan, Rhondda Cynon Taff and Powys.

We participated in the Best companies survey from 2012-2022 and are consistently in the top Welsh organisations to work for list, placing 6th in 2022. We have been an Investors in People organisation since 1998 and are committed to being the best employer we can be. We are committed to ending in work poverty which is why we are a Living Wage accredited employer. Our people are incredibly important to us, together we’ve created the Newydd family. This culture is what makes us special and what enables us to strive for excellence in everything we do.

We believe in providing our staff with excellent working conditions and benefits. In return we expect you to work hard, contribute and help us to deliver improving services. The work we do is important, it affects peoples’ lives and we need to be the best at what we do. Here’s a few things you can expect when you come and join us:

* You will enjoy excellent working conditions
* You will be encouraged to take responsibility and given the opportunity to learn from your mistakes
* Working arrangements are truly flexible so you can balance your work/home life
* You will be encouraged to develop your knowledge through training and membership of professional bodies, professional training can be provided, and professional subscriptions are reimbursed
* The Group has a system of support that will give you a regular opportunity to discuss performance and priorities with your line manager

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**About the Multi Skilled Operative Job**

**Location of Work**

This post is based from our office in Tongwynlais, Cardiff. The role will involve you travelling and working in the Vale regions, with occasional travel to the Valleys Area and Newtown, Powys.

**Salary**

The salary range for this post is £29,228 to £30,766. The Group’s normal policy is to appoint new employees at the starting point of the range.

**Pension**

We offer a DC pension called the social housing pension scheme. We will match your pension contribution up to 8%. You can also make additional voluntary contributions.

**Holiday**

You will start with 24 days leave increasing with length of service up to 28 days, plus bank holidays.

**Working Hours**

The working hours applicable to this post are 40 hours per week. Your normal working hours are from Monday to Friday inclusive, 8.00am to 4.30pm with a 30-minute lunch break. Overtime will be paid for additional hours at the normal rate of pay.

**Out of Hours**

The Company operates an emergency service to tenants outside of normal hours. This role includes on-call work when required and staff will be added to the Company’s standby rota when needed, with the following payments applied:

|  |  |  |
| --- | --- | --- |
| Stand By Allowance | Monday to Sunday | £25 |
| Bank Holidays and 24th, 26th and 31st December | £50 |
| 25th December and 1st January (Special Days) | £100 |
| Out of Hours | Monday to Friday | Time + one third |
| Saturday, Sunday and Bank holidays | Time + one half |

**DBS Check**

This post is subject to a DBS check of your criminal record, which is subject to a renewal every three years.

**Driving Licence and Company Van**

The post requires you to possess a full UK Manual Driving Licence and it is a requirement that you have a vehicle for use at work. The Company operates a fleet of Company vans. The issuing of a Company van will be dependent on the work stream that you are assigned to and may be subject to change. There is no obligation on the Company to provide a works vehicle.

**Medical Checks**

A biennial medical will be carried out and any offer of employment would be conditional on passing the medical check.

# Job Description

Job Title: Multi Skilled Operative

Team: Maintenance

Report to: Maintenance Supervisor

Hours: 40 hours per week (with occasional early evening and Saturday morning working and to provide cover on out of hours call out rota)

## Purpose of the Job

To undertake repairs, maintenance and improvements to the Association’s tenanted and void properties, delivering a high quality, right first-time service, to maintain homes to the highest standard.

**Your Responsibilities at Newydd will include:**

Complete job specific tasks, ensuring that the work is undertaken in a cost effective, considerate manner and to a satisfactory standard, whilst maintaining a safe working environment. Allocated tasks may include the following:

• Carpentry

• Plumbing

• Tiling

• Patch repair and plastering

• Roofing

• Vinyl Flooring

• Painting and Decorating

• Bricklaying and Slabbing

• Fencing

• Grounds maintenance

Ensure compliance with all instructions relating to the use and storage of materials/equipment, necessary for the performance of all tasks.

Ensure that the appropriate protective clothing and health and safety measures associated with performance of the role are fully complied with at all times. Ensuring items of PPE are managed and maintained and replaced in a timely manner

Ensure material stock to individual store/van is well managed, maintained and used effectively. Assist Line Manager on monthly stock check and advise on fitness of purpose of individual items and recommend any additional requirements.

To ensure the Association’s vehicle is properly maintained, carrying out daily maintenance checks and reporting any requirements to the line manager.

To comply with all vehicle maintenance and servicing arrangements scheduled for the vehicle.

**As a valued employee of Newydd, you will be accountable for:**

Keeping abreast of legislative developments affecting your area of work and undertaking training and continual professional development to keep up to date with the role and its changing requirements.

Being aware of your responsibilities under the Health and Safety at Work Act and other safety regulations and ensure that safe working practices and procedures are always adopted.

**PERSON SPECIFICATION**

**Here’s what you will need to be successful in the role:**

**Essential Requirements**

NVQ level 2 in a trade skill or in certain circumstances relevant and proven experience will be considered

Previous experience in a repair/maintenance role, ideally within the social housing sector.

A broad knowledge of all aspects of domestic building maintenance and repairs ideally with skills in at least five of the work areas.

Ability to manage your time and meet deadlines.

Ability to follow instructions, check facts and making appropriate decisions when carrying out your work.

Effective verbal and communication skills.

Ability to deal with confidential issues.

Demonstrate the following qualities at all times: Champion customer focus, positive can do attitude, proactive, flexible, accurate, calm under pressure, a team player and able to represent the Group positively and professionally.

**Desirable Requirements**

Can operate a tablet to receive job information and provide details of completed work (training will be provided)

**Additional Requirements**

A valid full driving licence and have the use of a car each working day

A good standard of general health and fitness is required. The post can be physically demanding in relation to the ability to bend, stretch, lift and carry and climb steps and ladders.

**How to Apply**

Please refer to the person specification for the specific requirements applicable to this post. All applicants will be judged against the specification. You should ensure your application fully explains why you believe you can satisfy the criteria.

All applications should be completed online at [www.Newydd.co.uk/jobs](http://www.Newydd.co.uk/jobs)

**Late applications will not be accepted and please do not submit CV’s as these will not be considered.**

**Closing Date for all Applications: midnight Monday 23 September 2024**

**Interviews will be held on: Tuesday 1 October 2024**

The Group aims to inform all applicants of the outcome of their applications within 10 working days of the closing date. If you have any queries about the application process, please contact a member of the HR Team on 029 20005486 or by email at: [humanresources@newydd.co.uk](mailto:humanresources@newydd.co.uk).

Best of Luck with your Application!

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