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| Contract & Reviewing Officer  Job Reference: REQ005181  Service: Regulatory & Housing  Section: Housing  Location: Coed Pella  Salary: G05, £24,496 - £27,852  Hours and Basis: 37 hours, Permanent  Welsh Language Skills:  The ability to communicate in Welsh is desirable for this post.  Manager details for informal discussion regarding the post:  Ashleigh Stevens / Conwy Housing Solutions Partnership Manager / 01492 576341 / ashleigh.stevens@conwy.gov.uk  Conwy is committed to equality of opportunity and we welcome applications from all sections of our community. There is an option for disabled people to apply on different formats. Please contact the HR Team on 01492 576129 for further advice.  Candidates must complete our application form to be considered. CVs by themselves will not be accepted. If you have not received an interview invitation within three weeks of the closing date, you must assume that you have not been short listed for interview.  Conwy is committed to safeguarding. Qualifications and references will be verified. |

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| Situated at the heart of North Wales on the edge of the stunning Snowdonia National Park, Conwy County Borough Council is an award winning local authority and excellent employer.  Are you interested in joining Team Conwy and working within our Housing Department, working towards the Housing Support Grant vision of ‘a Wales a where nobody is homeless and everyone has a safe home where they can flourish and life a fulfilled and active life’ ?  We are looking for a motivated and dynamic individual to join our Housing Support Grant team to play a key role in delivery of the Housing Support Grant Programme.  You will support the Housing Support Grant Lead Officer and work closely with colleagues within and outside the organisation, on a regional basis across North Wales. You will be responsible for the monitoring and reviewing of the grant funded projects within the Housing Support Grant Programme for Conwy County Borough Council, e.g. Supported Accommodation, Domestic Abuse Services, Young People, Mental Health Services.  The Housing Support Grant team are based in Coed Pella, our state of the art building based in the Centre of Colwyn Bay. You will have the opportunity to work hybrid, a blended approach splitting your working week between the workplace and working remotely from home. This will give you more flexibility and autonomy to the working day. You will also benefit from our many policies to support your health and wellbeing.  If you are interested in this role, and want to join Team Conwy, we want to hear from you.  To find out more about the main duties and requirements of the role, please take a look at the Job Description and Person Specification. |
| Conwy County Borough Council is committed to its Welsh Language Standards. We welcome applications in both Welsh and English and application forms received in either Language will not be treated less favourably than each other.  In promoting Equal Opportunities, Conwy welcomes applicants from all sections of the community. All Disabled applicants who meet the essential job requirements will be guaranteed an interview. The Council will provide appropriate additional work facilities for disabled applicants. |

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| Work life Balance  We promote and understand the importance of a positive and healthy work life balance. Employees working for us will benefit from 8 bank holidays per year and an attractive entitlement of;   * On appointment 26 days * After 5 years continuous service 31 days * After 10 years continuous service 33 days   Part-time employees have annual leave and bank holidays calculated on a pro rata basis.  We also consider a range of flexible working options including:   * Job sharing * Reduced hours and part time working * Term-time only contracts * Compressed hours * Flexi-time scheme * Family friendly & special leave policies   Local Government Pension Scheme  All employees are automatically opted into the Local Government Pension Scheme. More information can be found on:  <https://www.gwyneddpensionfund.org.uk/en/Prospective-Members/Reasons-For-Joining.aspx>  Health & Wellbeing  Your health & wellbeing is important to us and we are committed to promoting a culture where the health and wellbeing of employees is supported. You will benefit from:   * Occupational sick pay * Free access to round the clock Employee Assistance Program for advice and support * A comprehensive Attendance Management Policy to support and help individuals whilst at work, when sick and returning to work.   Conwy Rewards and Vectis Card  Conwy Rewards is a one stop shop for all of Conwy’s staff benefits including salary sacrifice cars from Tusker, Cycle to Work, cashback healthcare, long service awards, discounts plus much more.  You can save using online discounts, discounted gift vouchers, cashback and in store discounts with your Vectis Card. This includes high street shops, cinemas and restaurant discounts through to money of motoring, insurance, hotels and holidays. |