

Technical Officer  
West of Scotland  
Housing Association



# Recruitment Pack



Read our  
Recruitment charter on  
[Recruitment Charter](#)

## WELCOME

**Thank you for your interest in West of Scotland Housing Association. This pack explains who we are, what we need from you and what you need to do to apply.**

Our values shape how we act, our decisions and the services we provide. We want a staff team and Board that shares our values and puts customers at the centre of service delivery.

Our staff are at the heart of our business and we support them to be their best which is demonstrated with 84% of staff saying WSHA is a good place to work.

We are an equal opportunities employer and positively encourage applications from suitably qualified and eligible candidates regardless of sex, race, disability, sexual orientation, age, or religion or belief. We are particularly interested to hear from applicants with a disability, or from a black, asian or minority ethnic background.

Disabled applicants who meet the essential criteria will, where possible be granted an interview under the Disability Confident scheme.

We are committed to achieving high standards of quality in recruitment and to ensuring that our appointments are made solely on the basis of merit and that you are treated in a fair and equitable manner.

We look forward to receiving your application.





## ABOUT US

Founded in 1965, West of Scotland Housing Association (WSHA) strives to be more than just a landlord. What sets us apart is the way in which we go further to improve the lives of our tenants, innovatively responding to your needs as your lives change.

We provide around 4,500 homes across the West of Scotland and go further to provide housing you can call home. We have a wide range of homes to suit you at every stage of your life including tenemental flats, family homes, amenity properties and sheltered housing.

## OUR VISION

We go further to provide housing you call home.

## OUR MISSION

Our mission is to provide affordable and sustainable housing and services to enhance lives and empower communities in the west of Scotland. We will do this through engaging with our customers and partners, ensuring that every voice is heard and valued.



To ensure our values are reflected in everything we do, we have created a **Values Framework** which outlines the behaviours expected of our staff, managers and Board.



## WORKING FOR US

Access to a personal health care plan for you and your family.  
Access to staff shopping discounts and salary sacrifice staff tech and EV scheme

We are a member of Employers in Voluntary Housing (EVH)

Free access to a comprehensive Employee Support and Wellbeing Service

Generous holiday allowance of 40 days

Strong focus on staff health & wellbeing including free flu jabs and annual health checks.  
Cycle to work Scheme and secure bike shed at office

Friendly, inclusive environment and with the flexibility of a hybrid model of working (mix of home and office) if the role allows

**INVESTORS IN PEOPLE®**  
We invest in wellbeing Gold



### ***Pension:***

We offer a SHAPS defined contribution scheme provision to all staff employed by West of Scotland Housing Association.

The employee can contribute a minimum of 3% to the scheme.

The employer will contribute twice the employee contribution to a maximum of 10%.

Our pension scheme contributions are based on a salary sacrifice arrangement whereby the employer gives 100% of NI savings to the employee.

In addition to the above, we also provide staff with Critical Illness cover and Life Cover x 3 salary.





## ABOUT THE ROLE

- ★ Job Title: Technical Officer
- 🏠 Department: Repairs
- 📍 Location: Glasgow, G40
- ❤️ Salary Scale: EVH Grade 7 £40,635 - £44,619 per annum

We are looking for a new Technical Officer who shares our values and will use them to guide the way they work on a daily basis. You will be accountable to our Senior Technical Officer and will assist in ensuring that the Association's maintenance contracts run effectively, provide value for money and meet requirements of customers

You should:

- Have the ability to explain technical information to laypersons in clear and concise terms
- Have comprehensive knowledge of housing maintenance, construction, building processes and best practice
- Have knowledge and experience of Health & Safety legislation, including building regulations and CDM requirements, affecting housing maintenance, including gas servicing, legionella and asbestos
- Have good IT skills including excel, Microsoft word etc
- Have knowledge and experience of asset management databases





## MAIN RESPONSIBILITIES

- Provide technical advice to repairs staff, inspecting properties that require technical assessment before repair is instructed and instructing required works.
- In the absence of the Voids Officer carry out pre and post inspections of void houses to ensure they are available to let at the agreed standards and that the contractor is providing value for money, whilst liaising with Housing Services and external contractors
- Carry out house condition surveys as required
- Carry out technical pre & post inspections for Aids and Adaptations
- Identify where repairs should be dealt with as an insurance claim and liaise with the Corporate Services Assistant to assist with administrating the claim whilst liaising with the underwriters or loss adjusters as required
- Delivered the best possible customer service to all tenants and owners
- Authorise day to day invoices for payment in accordance with financial regulations, ensuring that work done is as stated on contractors' invoices, at acceptable cost to the Association and as per the Association's approved policies and procedures
- Ensure works across all contracts are carried out competently, with minimal risk and comply with all necessary legislation and best practice
- Assist in the property investment programme by identifying the possibility of establishing a pro-active programme of planned maintenance to minimise dependence on day to day repairs
- Carry out post inspections/customer satisfaction surveys to ensure all works carried out are in accordance with the appropriate contracts in terms of quality and cost
- Utilise the Association's IT systems to their full potential, ensuring the appropriate database is up to date
  - Support the line manager by reporting and monitoring complaints within agreed timescales
  - Ensure that all works carried out to factored properties ensure value for money and quality
  - Provide advice that allows housing services to respond within the specified timescales
  - Assess alteration/Improvement forms and requests to supply information
  - Carry out pre and post inspections on Alteration/Improvement requests where appropriate
  - Be available for Out of Hours Duties & Services as agreed
  - Assist major repair team with post inspecting major works and updating the property database
  - Liaise with Local Authorities with regards to planning, building control, local fire depts., etc
  - Ensure compliance with WSHA's values, policies and procedures.
  - Be conversant and comply with WSHA's health & safety policies and procedures.
  - Ensure own continuous development and knowledge is up to date in line with sector related developments

The list above is typical of the level of duties which the post holder is expected to form or be responsible for. It is not necessarily exhaustive and other duties of a similar type and level may be expected from time to time.



## PERSON SPECIFICATION

## CRITERIA

**Essential Criteria** - Applicants are required to meet all essential criteria to be considered for shortlisting. Where an essential criterion is highlighted in bold, a higher weighted score will be given to applicant's attitude in that area.

**Assessment Method** - Applicants should note that the method of assessing individual applications is given in the assessment column (**Ass Method**) as follows:  
AF – Application Form; I-Interview, P – Presentation, PSY – Psychometric testing

## SKILLS and QUALITIES

Criteria	Assessment Method	E	D
<b>Ability to explain technical information to laypersons in clear and concise terms</b>	AF/I	*	
Ability to multi-task a varied and busy workload and to meet challenging personal and team deadlines	AF/I	*	
<b>Ability to analyse and diagnose problems and implement effective solutions</b>	AF/I	*	
<b>Good interpersonal skills and a positive customer centred approach, able to form effective working relationships with customers and work across organisational teams.</b>	AF/I	*	
Good IT skills including excel, Microsoft word etc	AF/I	*	

## OUR VALUES

Demonstration of the Values	Assessment Method	E	D
<b>Respect - Treats everyone with empathy and kindness</b>	I	*	
<b>Inclusive – Aims to meet individual needs and recognise diversity</b>	I	*	
<b>Integrity - Acts with integrity and honesty always</b>	I	*	
<b>Improvement- Aims to continuously improve what we do to benefit our customers, staff, and stakeholders</b>	I	*	
<b>Support - Supportive in your approach to customers, staff, and stakeholders</b>	I	*	





## PERSON SPECIFICATION CRITERIA

### EXPERIENCE & KNOWLEDGE

Criteria	Assessment Method	E	D
<b>Comprehensive knowledge of housing maintenance, construction, building processes and best practice</b>	AF/I	*	
Relevant experience in a related building industry or surveying post	AF/I	*	
Knowledge and experience of Health & Safety legislation, including building regulations and CDM requirements, affecting housing maintenance, including gas servicing, legionella and asbestos	AF/I	*	
Possession of a relevant professional construction qualification or knowledge and ability at an equivalent level	AF	*	
Experience of working with Schedule of Rates	AF/I		*
Good knowledge of Scottish Social Housing Charter, housing policy, current issues and legislation and an active role in implementing best practice, within the Housing Association Movement	AF/I		*
Knowledge and experience of asset management databases	AF/I		*
Degree level education and or Full membership of a professional body in construction, facilities management, or maintenance discipline	AF		*
Evidence of Continuing Professional Development and training	AF		*

### OTHER REQUIREMENTS

Other Requirements	Assessment Method	E	D
Full driving license and access to a vehicle	AF	*	



## APPLICATION PROCESS

For further details and to apply online visit  
[www.westscot.co.uk/about-us/recruitment/](http://www.westscot.co.uk/about-us/recruitment/).

If you require an application in another format please email  
[vacancies@westscot.co.uk](mailto:vacancies@westscot.co.uk) or phone 0141 550 5600.

Late applications will not be considered. Applications submitted by email will receive an acknowledgement by return. If you would like us to acknowledge receipt of your posted application, please enclose a stamped addressed envelope with your completed application form



You should complete all sections of the application form and you will need to demonstrate how you meet **all** the essential job requirements on the person specification to be considered for an interview. Applications being completed using ChatGPT or similar AI tools will generally not be accepted and where this is suspected the application may be removed on receipt, from the process. You should also note that curriculum vitae, cover letters and supplementary material will not be considered

The West of Scotland Housing Association does not provide visa sponsorship. All applicants must have the right to work in the UK to apply for positions. Any offer of employment will be conditional upon verifying documentary evidence of right to work in the UK before employment commences.

Applicants with a disability are welcome to contact us regarding any adjustments, you require to the process.

**Completed applications must be returned by 12pm on Wednesday 23<sup>rd</sup> July 2025**

**PROVISIONAL INTERVIEW DATES: Tuesday 12<sup>th</sup> August 2025**



## EQUAL OPPORTUNITIES

We value diversity in our workplace and we would encourage everyone who has the necessary skills and experience to apply.

Information given on the equal opportunities form will be treated in strictest confidence and will be retained for monitoring purposes.

It will be kept separately from your application form and will not be made available to those involved in the selection decision.

As part of our Equalities Policy, we are a signatory to the Disability Confident scheme. We will, where possible, offer interviews to applicants with a disability who we consider meet the essential criteria.

If you are unhappy with any part of the recruitment and selection procedure, you should contact the telephone number or our email address, given in the advertisement initially.

If you are still dissatisfied, you can request and make a formal complaint using our Comments, Complaints and Compliments procedure or if an internal applicant, through our grievance process.



## GUIDANCE NOTES ON COMPLETING THE APPLICATION FORM

*Please read these notes carefully -  
they are to help you make the best of your application.*



- 1 Preferably, applications should be completed online and if in writing then should be completed in black ink.
- 2 Please do not send in your Curriculum Vitae.
- 3 The enclosed Person Specification lists the minimum essential requirements for this post. When short listing for interview, the selection panel will only consider the information contained in your application form. You will need demonstrated how you meet the essential job requirements to be considered for the post.
- 4 The selection panel will not make assumptions about the nature of the work from a list of job titles. It is not enough to state that you meet the essential requirement; you must demonstrate how you meet it to the panel with examples. Life experience and skills, as well as work experience may be used. Interviews will be offered to candidates who are the best fit to the post as well as meeting all the essential criteria. Where essential criteria are highlighted in bold, more weighting will be given to candidates with these attributes.
- 5 If you are short-listed for interview, the selection panel will wish to discuss the areas covered in the Person Specification in more detail.
- 6 Candidates must declare on their application form if you are related to any members of staff, Board Member, consultants or contractors or suppliers of WSHA. This will not necessarily be detrimental to your application.
- 7 All personal details will be removed, and applications are anonymised for the short-listing process.
- 8 The equal opportunities monitoring information is kept separately and does not form part of the Selection process.
- 9 As part of our Equalities Policy, we are a signatory to the Disability Confident scheme. We will offer interviews to applicants with a disability who we consider meet the essential criteria. However, in circumstances where we have a large number of applicants including a large number of applicants with a disability, interviews will be offered to those applicants with a disability that best meet the essential criteria.
- 10 We strive to be an inclusive organisation and we encourage candidates with disability to contact us if there are adjustments/assistance that we can provide to enable an application.
- 11 Please contact us if you require application information in a different format.
- 12 All interview candidates will be required to complete a criminal conviction declaration under the Rehabilitation of Offenders Act 1974, usually if invited for interview. Positions are subjected to the declaration is being completed.
- 13 Many of our positions are conditional on a Disclosure Scotland check being obtained.  
*Further information on applying for the correct level is provided to the successful candidate.*
- 14 When sending your application as a word document, please ensure you add an electronic signature to confirm the application is true and complete.