

## **KICKSTART ROLE**

### **Kickstart Planned Investment Assistant (VB)**

**Location:** Norfolk, NR7 0WF

**Closing date:** June

#### **Placement summary:**

- The Planned Investment Assistant will regularly interact with Planned Investment and Partnering Contractor colleagues. The Planned Investment Assistant will also work with Asset Management colleagues on ensuring the validity of data sets which form our programmes.
- The role will cover one or more of the following functions:
- Planned Investment – Pre-planning of programmes
- Planned Investment – On site delivery of works
- Planned Investment – Collaborative working and governance of contracts
- Work collaboratively with teams within the Asset directorate and other teams where appropriate
- Work collaboratively with partnering contractors to enable delivery of planned investment programmes
- Assist with the delivery of pre-planning activity for the delivery of planned investment programmes
- Assist with the completion of quality control checks, snagging and defect inspections
- Assist with carrying out stock condition surveys in line with agreed brief
- Assist with liaising with customers on programme works
- Assist with the administering of contracts
- Engage with Housing Management staff with regards to any access difficulties and resident issues
- Work collaboratively with colleagues in other departments to achieve delivery of the programme
- Assist with the monitoring of contractors and supply chain partners Health and Safety systems. Assist with the completion of all appropriate on site Health and Safety checks



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- Help with the provision of appropriate information / data to our Partnering Contractors and other supply chains to enable them to deliver programmes and effectively assess and manage risk
- Attending and participating in Partnership governance meetings

**Essential skills, experience and qualifications:**

- Excellent communications skills, both oral and written
- Office including MS Word, MS Excel & MS Outlook (or any other operating system/suite of software).

**Essential**

- Willingness to learn
- Educated to GCSE level Grades A-C
- Ability to carry out research and comparisons on a variety of similar products and provide reports summarising findings.
- Must be a self-starter and self-motivated
- Excellent communications skills, both oral and written
- Office including MS Word, MS Excel & MS Outlook (or any other operating system/suite of software).

**Desirable**

- An active interest in Property Management / Construction, and/or Data Management/Analysis
- Intermediate knowledge of MS Excel, MS Dynamics or other relational databases

***In order to apply for a Kickstart Scheme vacancy you need to be currently in receipt of Universal Credit payments, be between the ages of 16 – 24 years old and fulfil the suitability and eligibility criteria which will be assessed by your Universal Credit Work Coach.***

***Please contact your Work Coach via your Universal Credit Journal, stating:***

- *The full name of the Employer – Clarion Housing Group*
- *The Kickstart vacancy that you are interested in*
- *The postcode where the vacancy is based*

***Your Work Coach will then contact you to confirm whether you fulfil the suitability and eligibility criteria, and discuss next steps.***