



# Grants Technical Officer

---

£39,880

Interested in making a change?  
Apply online at [beacon.cymru/jobs](https://beacon.cymru/jobs)

## About Beacon

Beacon Cymru results from the merger in January 2025 of Coastal Housing and RHA Wales: two respected community landlords with reputations for excellence, innovation and being a positive force in the communities where they work.

At Beacon we're a team in the truest sense of the word. We value relationships highly, so we invest in them daily. As a result, our workplace culture is open, trusting and respectful. It's also safe, which we think is pretty critical to encouraging new ideas and approaches.

We employ almost 380 people across south west Wales and we trust every single one of them to know, and do, their work in the way that gets the best results for residents, the local community and the planet.

Beacon owns and manages almost 9,000 homes across South Wales. We aim to be an organisation for the future; one which constantly raises the bar to deliver improved services and homes for residents. We aim to deliver a greater number of new, high-quality homes each year; we're focused on growth and investment in existing homes and services, and we're a more resilient organisation with a wider geographical reach. We currently have over 500 new homes under constructions across the regions where we operate.

Beacon vision is to provide better places for people and the planet. Our purpose is to create lasting change you can see, through affordable homes, sustainable neighbourhoods, and vibrant town and city centres.

This is supported by our digital vision, which is to use technology to support and enable our aims and priorities, and to enhance our services, communication and interaction with residents and businesses across the communities in which we work. In doing this we will endeavour to create opportunities through our digital strategy for resident focus, innovation and sustainability.





<b>Job Title:</b>	Grants Technical Officer
<b>Place of work:</b>	Swansea, Carmarthenshire, Neath Port Talbot, Bridgend & RCT
<b>Hours of work:</b>	35hrs Monday to Friday
<b>Salary:</b>	£39,880

## Our location

Operating across Swansea, Rhondda Cynon Taf, Bridgend, Neath Port Talbot and Carmarthenshire, we have the Gower's world class beaches, beautiful natural landscapes and the Welsh valley's rich industrial heritage on our doorsteps. Swansea and the wider regions where we operate offer world class educational institutions, and the ongoing regeneration across the areas in which we are based bring creativity, thriving communities and friendly places to live and work.

## Job Summary

The Grants Technical Officer is responsible for the preparation and management of schedules of work predominantly around the physical adaptation grant (PAG) process. They will prepare documents, tender and manage works through to completion, whilst ensuring value for money and what matters to the resident is observed throughout the process. Liaising with residents, suppliers, contractors, Beacon staff and Welsh Government, the post-holder must ensure the timely management of the grant process, ensuring contractors' work is of a high quality and that grant claims are submitted correctly and on time. You will have an excellent understanding of CDM, building regulations and be able to produce drawings when required.



## **Purpose of Role**

At Beacon, we know that a resident's health can change over time and this can affect how they are able to manage their home safely and independently. Adapting a resident's home can improve their own health and wellbeing, and that of their family and carers. The adaptations service must be delivered in a way that promotes independence whilst enabling residents to maintain their dignity and individuality.

The Grants Technical Officer's role sits within the Home Safety Team and provides the expert skills to ensure that the home is accessible and tailored to the individual's requirements.

This role is vital in ensuring that there is a balanced approach in considering the needs of the individual whilst assessing what is reasonable and practicable within the home environment.

## **Core Duties**

- To specify and produce schedule of works in readiness for tender.
- To tender works, manage contracts and contractors' performance from inception to completion.
- To carry out measured surveys and drawings of properties as part of the tender requirements.
- To organise and manage your own workload.
- To liaise with other staff, contractors, suppliers and funders maintaining good working relationships throughout.
- To provide any data regarding KPI performance, spend and resident satisfaction as required.
- To project manage any work programs from start to completion regularly updating residents and relevant colleagues of progress.
- To complete relevant service standards or technical scrutiny documents and manage the administration of these.
- To advise the Asset Surveyor of any regular failure of specific components or areas of use where they may be unsuitable or ineffective.
- To regularly meet contractors and monitor and report on their performance and ensuring the PAG contractors panel is suitably organised and managed for the number and type of grant work undertaken.
- To ensure CDM requirements are met for the Association as client.
- To liaise with colleagues regarding any asbestos reports required or where PAG equipment installed may be the subject of being service charged (hoists, stair lifts, etc.)
- Have a general understanding of housing and property maintenance, repairs and defect

recognition.

- To tender and project manage one-off schemes of work or other construction related contracts. This may be one-off projects to single properties, larger works to schemes or groups of properties.
- Where required to provide Health and Safety advice or support to colleagues and where relevant act as the Principal Designer / Clients Representative.
- To update and manage the Group's databases in relation to PAGs or asset management requirements as required.
- To liaise with the other members of the department to ensure the smooth running of the department.
- To deal with enquiries and correspondence relevant to this role and maintain effective administration systems.
- Be aware of and comply with Statutory and Legal obligations, the Groups corporate aims, values, policies and procedures, tenancy conditions and good practice.
- To issue works orders up to the limits specified in the Groups financial regulations.
- To manage their own personal development needs actively seek to keep up to date with any changes in building and maintenance laws etc
- To provide assistance on aids and adaptations that assist the individual in making the most of their home and ensure they have its full enjoyment. This will include both physical aids such as grab rails and stair lifts, and technological ones such as automatic window openers and fall detectors
- To ensure adaptations are suitable for both the resident and the property by working closely with Occupational Therapists, Trusted Assessors, Rent Officers, Maintenance Teams and Contractors.

## **General Responsibilities**

- Ensure all regulations and procedures are complied with in respect of grant projects.
- To maintain up-to-date records via the department's computer systems
- To undertake training as required, whether identified by self or others in the Group
- To comply with Health and Safety regulations and the Group's working procedures
- To treat colleagues and clients in a fair and non-discriminatory way
- To carry out any other duties reasonably requested by the Group

**This job description is not exhaustive and may change to meet organisational needs**

Qualities	Essential / Desirable
Formal building qualification (HNC or similar) or equivalent demonstrable knowledge/skills	E
Familiar with good building practice, surveying properties and preparing schedules of work, tendering and analysing tenders	E
Familiar with CDM Building Regulations	E
Experienced in drawing utilising Autocad and ability to produce priced schedules of works including dilapidation surveys	E
Experience in dealing with residents, contractors, local authorities and other agencies	D
In general building, maintenance and repairs to properties	E
EPC accredited training or willing to undergo this training in order to complete EPC surveys within homes.	D
Sound numerical skills and be able to work to a budget	E
Excellent IT skills and be able to produce reports	E
Understanding of stock condition systems and energy efficiency requirements	D
Able to maintain effective administration systems	E
Able to impartially investigate situations to inform decision making that is fair and non-discriminatory	E
Knowledge of the work of housing associations	D
Knowledge of Welsh Housing Quality Standards and issues that affect Registered Social Landlords	D
A practical knowledge and understanding of the 'Vanguard' method	D
Good communication skills both verbal and written	E
Proactive approach to problem solving with the ability to weigh up situations and act upon and make sound strategic decisions	E
Able to work as part of a team and on own initiative, also be flexible both in approach and working arrangements	E

Confident, with excellent communication skills that demonstrate an ability to listen, mediate, negotiate and influence	<b>E</b>
Innovative and receptive to change; encouraging creativity and fresh ideas	<b>E</b>
Driven to achieve results with high standards and expectations of service delivery	<b>E</b>
Willing to undertake any training that will develop the role and themselves	<b>E</b>
Full Driving licence and access to a vehicle	<b>E</b>
Disclosure and Barring Service Check	<b>E</b>



## Next steps

If this seems the job for you can apply online 24/7 right up until **9am on Friday 20<sup>th</sup> of February**.

If you'd like to chat to us about the role before you apply, please contact Sarah Davies on **07870691183**.

You can save your application progress through our online application system so you don't need to do the entire thing in one go. We are not accepting CV's for this vacancy.

Here's a whistlestop tour of our typical recruitment process so you know what to expect:

- Complete and submit the application form online before the closing date and time shown.
- We'll review all applications and let you know whether or not you've been shortlisted.
- If you are, we'll invite you to come and meet us for an Assessment Day on **25<sup>th</sup> February**. Please ensure you are available for these dates prior to applying as we will not be able to offer alternative dates.
- If you're successful, we'll make you an offer.
- Once you've accepted our offer, we'll follow up your references and check your eligibility to work in the UK – if the role requires it, we'll also carry out a DBS check.
- Once that's all done, we'll send you a contract and confirm your start date.
- Welcome to **#TeamBeacon!** There's a 6 month probationary period from your start date and your manager and HR will support you throughout.



## Our benefits

Beacon offers a wide range of benefits including:



30 days annual leave, plus an additional 2 days leave at Christmas!



Enhanced family friendly leave, including paid dependency leave.



Defined contribution pension with included life assurance of 3 times your salary.



Enhanced company sick pay.



Extensive wellbeing offer.

Want to see the full range of benefits?  
Visit [beacon.cymru/jobs](https://beacon.cymru/jobs)

