



Ochil View Housing Association Ltd. is an ambitious social landlord committed to providing good quality affordable housing and high standards of customer service to over 1450 households in Clackmannanshire and West Fife.

We wish to recruit a suitably qualified, skilled, and enthusiastic individual for the following post:

PROPERTY SERVICES OFFICER (COMPLIANCE)

EVH Grade 7 (£40,635 - £44,619 pa, plus Car User's Allowance £1,708 pa)

The hours for this permanent post will amount to 35 hours per week working Monday to Friday. The Association operates a flexible working system with some homeworking also available, more information can be provided at the interview.

- ✓ *Responsible for effective delivery of the Association's compliance programmes to the Association's tenants, sharing owners and owners of factored property;*
- ✓ *To help ensure that the Association's properties are maintained to the highest standard possible through regular monitoring, contract management and investment that deliver value for money, high quality and high customer satisfaction;*
- ✓ *Provide technical advice and assistance to other members of the Property and Housing Services departments;*
- ✓ *To contribute to achieving the targets and performance measures set for the Association, the Property Services department and the post;*
- ✓ *To contribute to establishing, operating and reviewing the Policies and Procedures of the Association that are relevant to the delivery of Property Services, particularly compliance management, safety and monitoring;*
- ✓ *To promote resident participation and community involvement.*

For further information on this post, particulars are also available for download from the Associations web site:

<https://www.ochilviewha.co.uk/vacancies>

If you wish to speak to someone: Tel. 01259 722899

(No CV's or Recruitment Agency referrals)

The closing date for applications is Monday 16th June 2025 at 5.00 pm

Interviews will be held on **Wednesday 25th June 2025.**

Ochil View is an Investor in People Gold, Healthy Working Lives Gold and a Living Wage Employer