

HOUSING HARTLEPOOL
APPLICATION PACK

ENVIRONMENTAL SUSTAINABILITY
COORDINATOR

REF:ES001A

CLOSING DATE:
WEDNESDAY 24TH MARCH 2010 @ 12 NOON

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IMPROVING HOMES
IMPROVING NEIGHBOURHOODS

Dear Candidate

Thank you for enquiring about a post with Housing Hartlepool.

Housing Hartlepool became an independent company in March 2004 following acquisition of 7500 houses in Hartlepool. The company aims to make a real difference to the quality of life for many Hartlepool residents. Our objective is to provide quality houses that become homes where people and their neighbours enjoy life and we intend to do this through the empowerment of staff to deliver excellent services, and the real involvement of tenants in decisions that affect their homes and neighbourhoods.

All our Board members are wholly committed to the success of Housing Hartlepool and the continued development of staff. This post will play an important part in achieving this success.

If you feel up to the challenge, I look forward to receiving your application.

Yours sincerely

A handwritten signature in black ink, appearing to read "Bernadette Stainsby", with a long horizontal stroke extending to the right.

Bernadette Stainsby
Head of Human Resources

ABOUT HOUSING HARTLEPOOL

When Housing Hartlepool took over the ownership and management of the Council's rented housing stock in March 2004 it became Hartlepool's largest and newest registered social landlord. Housing Hartlepool is a charitable, "not for profit" company limited by guarantee.

Housing Hartlepool is run by a voluntary board that currently consists of three tenant members, three Council nominees, three independent people plus three co-opted members.

The company manages nearly 7000 properties throughout the Hartlepool area and surrounding villages. These range from four bedroom family houses to flats for single people. In addition there are a wide range of bungalows and sheltered housing complexes for the elderly.

The housing service is provided from neighbourhood based offices together with a main office located at Greenbank, Stranton.

Meeting High Standards

Housing Hartlepool is investing in excess of £99 million to ensure that its properties meet the decent homes standard.

This includes internal improvements such as new fitted kitchens and bathrooms and new central heating systems. External works include new doors, re-roofing, new double-glazed windows and better landscaping.

Housing Hartlepool is committed to ensure that tenants get the home they want, and is involving tenants in all its plans. Giving choice to tenants and providing customer satisfaction is a high priority.

Local Jobs

In delivering the improvements, Housing Hartlepool is creating job and training opportunities for local people. This will be done through a partnering agreement with Wates Construction and local company, Gus Robinson Developments. In addition an Apprenticeship scheme will recruit local people to work and train with the company.

Housing Hartlepool is committed to provide a high quality, face-to-face service for its customers by providing the following:

- A good quality home at an affordable rent
- Responsive management and maintenance service
- Professional, friendly staff
- Over £99m investment in homes
- Tenant involvement opportunities

Local Pay Reviews

We are currently undertaking local pay reviews, this project is expected to be completed in April 2010 and will result in a new pay and grading structure being implemented across the Company.

HOUSING HARTLEPOOL

GUIDANCE FOR APPLICANTS

Housing Hartlepool welcomes your enquiry about possible employment.

Housing Hartlepool recognises the need to recruit and select employees on a fair, consistent and best practice basis and in this respect all managers, Human Resources staff and Housing Hartlepool employees involved in activities in relation to recruitment and selection will be required to adhere to Housing Hartlepool's Recruitment and Selection Policy and standards set in accordance with it.

To help you understand the recruitment process, we have compiled this information sheet. If you need any further information after reading this, please contact Human Resources who will be happy to help with any enquiries. They can be contacted by telephoning (01429) 525236.

THE APPLICATION FORM

Anyone applying for employment needs to fully complete the standard application form in black ink/ biro, to be returned before or by the specified date in the advertisement. Included with this will be a job description and person specification, as well as any other information relevant to the post. It is important that additional information is submitted on a separate sheet or sheets in support of your application and each sheet should be numbered and clearly show your name and the post title of the job for which you have applied. You should make your application relevant to the post for which you are applying, e.g. giving sufficient detail of your experience, responsibilities, transferable skills, personal qualities, achievements, etc, and show how you can successfully fulfil the requirements of the particular job. **A Curriculum Vitae (CV) or simply referring to a CV will not be accepted as an alternative.**

Please ensure that you put the correct amount of postage on the envelope when returning your application form as we will not be responsible for forms with insufficient postage.

If you require the application form in an alternative format please contact Human Resources on 01429 525236.

LATE APPLICATIONS

Late applications will not be accepted.

CORRESPONDENCE REGARDING YOUR APPLICATION

You need to be aware that we do not routinely acknowledge receipt of application forms but if you want to be certain that your application has been received, please enclose a stamped, self-addressed envelope.

You will receive notification whether your application has been successful and whether it will proceed to interview.

After completing your application please return it to Human Resources, Housing Hartlepool, Greenbank, Stranton, Hartlepool TS24 7QS.

SHORTLISTING

Each application will be considered against the criteria in the person specification and an objective assessment made of the degree to which the application meets the criteria.

Trained staff will compare the information you have given with the needs of the job, and make a decision as to which candidates to interview. Following this each shortlisted applicant will be notified of the result of their application.

Applicants who have declared that they consider themselves to have a disability under the terms of the Disability Discrimination Act 1995 and who Housing Hartlepool consider meet all the essential criteria for the post which are measurable from their application, will be guaranteed an interview.

INTERVIEWS

If you are shortlisted, you will receive a letter, normally within 2 weeks of the closing date and usually 5 days prior to interview, inviting you to attend an interview.

We will also tell you where and when the interview will be held, and other information, where necessary, to help you to prepare. For certain posts, you may be asked to undertake tests, a written exercise or a presentation as part of the selection process. Where this is the case, it will be clearly explained in the letter inviting you to an interview and will be directly relevant to the job for which you have applied.

If you have indicated that you need any practical arrangements, provisions, equipment or aids if invited for interview, we will contact you about this if you are shortlisted so that appropriate arrangements can be made.

All our interviews are conducted by a minimum of two members of staff trained in recruitment and selection procedures. This is to ensure that every candidate is dealt with in a fair and consistent manner.

CONTACTING REFEREES AND CURRENT/PREVIOUS EMPLOYERS

When providing referees, if you denote that they may be approached if you are shortlisted it is expected that you will have already forewarned them of the likelihood of having to respond to a reference request. One of your referees must be your current, or most recent, employer, however Housing Hartlepool reserves the right to request a reference from your current or most recent employer regardless of whether this is one of the two referees provided.

In addition, if the post for which you are applying involves working with children and/or vulnerable adults Housing Hartlepool reserves the right to request you have a CRB Clearance.

AND AFTERWARDS?

After the interview, you will be contacted as quickly as possible to let you know whether you have been successful. This is usually by letter, but may be by telephone. You will also be given the opportunity to request feedback on your interview performance from a member of the interview panel.

If you are successful, we will need to make certain checks – verification of qualifications, references, medical fitness for the post based on a health questionnaire completed by you (which may or may not lead to an examination), identity check, eligibility to work in the UK, and perhaps a criminal record check.

Any offer of employment made to you will be conditional upon the satisfactory outcome of such checks. We will also discuss with you the arrangements for starting your new job.

EQUAL OPPORTUNITIES

Housing Hartlepool is an Equal Opportunities Employer and does not discriminate against applicants on the basis of sex, ethnic origin, disability, sexual orientation, age, religion or marital status and treats each application on its own merits.

- a) Registration as a disabled person is no longer available or necessary following the Disability Discrimination Act (1995). Instead, we as an employer need to know whether you consider yourself to be disabled and if so whether you have any need for particular adjustments/arrangements if invited for interview. We will make 'reasonable adjustments' if our employment arrangements or premises place a disabled person at a substantial disadvantage compared with a non-disabled person.
- b) If the position for which you are applying requires a check to be made through the Criminal Records Bureau (known as the 'Disclosure Process') further information will be enclosed with the application form. Such a check will be made only in the event of you being offered the post. An offer of employment made in this way will constitute a conditional offer. A criminal record will not necessarily be a bar to obtaining a post and applicants will not be unfairly discriminated against on the basis of information received through the disclosure process.
- c) Applicants for jobs are required to declare if they have a close personal relationship to any Board Member or Manager employed by Housing Hartlepool. Close personal relationships include:
 - Partners/spouses
 - Members of your or your partner/spouse's immediate family (including parents, brothers, sisters, cousins, nephews, nieces, uncles, aunts and grandparents)
 - Close friends
 - Anyone else who may be, or perceived to be, in a position to influence the recruitment process. If in doubt, relationships should be declared.

Similarly Housing Hartlepool will require managers to make such a declaration when they know a person with whom they have a close personal relationship has applied for a post where they may be involved (either directly or indirectly) in the recruitment process.

- d) Applicants must not canvass: (i.e. try to persuade others to use their influence to further their application, either directly or indirectly)
 - Members of the Board
 - Managers of Housing Hartlepool
 - Any Housing Hartlepool employee
 - Any person directly involved in the recruitment decision making process

DATA PROTECTION

By signing the declaration on the application form you will also give Housing Hartlepool permission to lawfully process data you have provided in your application in accordance with the provisions of the Data Protection Act 1998, including data required for the purposes of equal opportunities monitoring.

DECLARATION

We expect the information you give in your application to be accurate and true. In this respect you are required to certify on the form that what you have set down is, to the best of your knowledge, full and accurate. You are also required to certify that you have not and will not canvass anyone i.e. try to persuade others to use their influence to further an application for employment. Any deliberate failure to comply will disqualify a candidate from consideration for appointment to the post or if appointed could result in summary termination of your contract of employment. This does not however prevent you from agreeing with anyone for them to provide a written reference for you, or requesting further information from Housing Hartlepool in respect of the job for which you are applying.

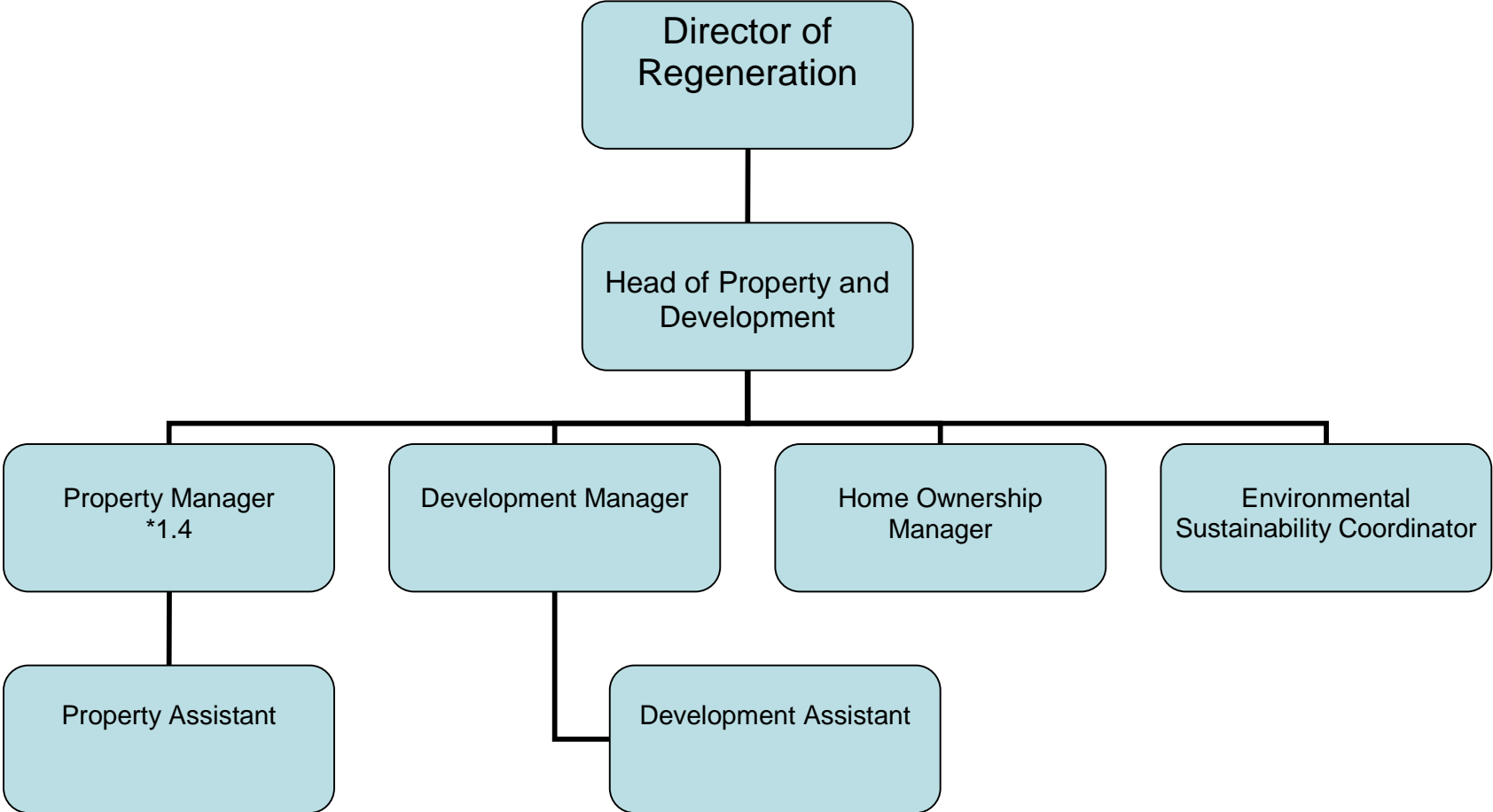
COMPLAINTS

All complaints/allegations of discrimination will be treated seriously and investigated fairly and thoroughly. Complaints about recruitment and selection activities should be addressed to the Head of Human Resources in the first instance.

I hope this information has been helpful. We look forward to receiving your application ... and may be welcoming you to Housing Hartlepool at a later date!

DEPARTMENT STRUCTURE

PROPERTY & DEVELOPMENT



PERSON SPECIFICATION – Environmental Sustainability Co-ordinator



DATE COMPILED: November 2009

Please note all appointments within Housing Hartlepool are subject to a declaration of medical fitness by Housing Hartlepool's Occupational Health Consultant, having made reasonable adjustments in line with the Disability Discrimination Act (1995), where necessary.

REQUIREMENTS	ESSENTIAL Indicated in brackets after each criteria how this will be verified, i.e. (F), (I), (T)	DESIRABLE Indicated in brackets after each criteria how this will be verified, i.e. (F), (I), (T)
<ul style="list-style-type: none"> - Educational/vocational/ occupational qualifications and/or training - Specific qualifications (or equivalents) 	<p>Degree or equivalent in a relevant background discipline eg. environmental sciences or relevant professional qualification (F,I)</p> <p>Evidence of continuous professional development e.g. where they earn credits (I)</p>	<p>Current membership of a relevant professional body e.g. IEMA (F,I)</p>
<ul style="list-style-type: none"> - Work or other relevant experience 	<p>Experience of working in an environmental sustainability role (F,I,T)</p> <p>Experience of developing and maintaining professional contacts (I)</p> <p>Experience of using Microsoft Office Packages, in particular Word & Powerpoint and experience in using Internet and e mail (F,I,T)</p>	<p>Experience of working in a Housing or related sector (F,I)</p> <p>Experience of carrying out research (F,I)</p>

ESSENTIAL/DESIRABLE CRITERIA WILL BE VERIFIED BY:- F = Form I = Interview T = Test(s)

REQUIREMENTS	ESSENTIAL Indicated in brackets after each criteria how this will be verified, i.e. (F), (I), (T)	DESIRABLE Indicated in brackets after each criteria how this will be verified, i.e. (F), (I), (T)
<p>- Skills, abilities, knowledge and competencies</p>	<p>A good knowledge of the environmental and sustainability agenda including legislation, policies, good practice (F,I,T)</p> <p>Ability to summarise complex documents/issues and present this using a variety of media in the most effective way (F,I,T)</p> <p>Good report writing skills in appropriate formats (F,I)</p> <p>Organise and prioritise own work in an effective way (I,T)</p> <p>Ability to communicate effectively with a wide range of people at all levels including board members, managers, staff, residents and external agencies (I,T)</p> <p>Ability to work to multiple tight deadlines in a pressurised environment (I,T)</p> <p>Ability to manage competing and conflicting priorities (I,T)</p> <p>Ability to motivate staff and other to improve their "green credentials" (I,T)</p>	<p>Knowledge of renewable technologies (I,T)</p> <p>Technical knowledge of construction (I)</p> <p>Experience of successfully applying for grant funding (F,I)</p> <p>Experience of commissioning or undertaking baseline assessments (F,I)</p>
<p>- General Competencies</p>		<p>Ability to undertake cost benefit analyses and manage budgets (F,I,T)</p>

ESSENTIAL/DESIRABLE CRITERIA WILL BE VERIFIED BY:- F = Form I = Interview T = Test(s)

HOUSING HARTLEPOOL JOB DESCRIPTION



JOB TITLE: Environmental Sustainability Co-ordinator
DIVISION: Regeneration
SCALE: PO3
RESPONSIBLE TO: Head of Property and Development
RESPONSIBLE FOR: N/A

PURPOSE OF POST

To be the catalyst for activity and commitment in the development and implementation of the Company's Environmental Sustainability Policy and activities/focus.

To identify and bring forward new projects which contribute to long term environmental sustainability.

To promote environmental sustainability throughout the organisation and facilitate its integration into all service areas including polices, services and operations.

MAIN DUTIES AND RESPONSIBILITIES

Work with the Head of Property and Development to deliver, monitor and review the Company's Environmental Sustainability Action Plan

To develop policies, procedures and good practice guidelines for continual improvement in all areas of environmental performance and sustainable development.

Report on progress and present key findings to Board Members, Executive Management Team and other relevant partners and stakeholders.

To keep up to date with key regional and national policies in relation to environmental issues and sustainable development.

Involve and consult residents and other service users in sustainability schemes and projects actively fostering excellent communication and public relations.

To raise awareness of staff within the Company of environmental and sustainability issues, the Company's approach to these and the benefits.

The promotion of energy efficiency measures for/with our residents.

Identify 'Champions' within the Company to assist the Environmental Sustainability Co-ordinator in awareness raising, roll out of projects, contributing to the action plan etc.

Undertake cost/benefit analyses of proposals and assist in prioritising projects.

Identify and apply for any external funding opportunities to assist in the implementation of the Company's Environmental Sustainability Action Plan.

Publicise the work of the Company on sustainability and environmental issues.

Create and keep current a repository/reference for the company on environmental and sustainability matters including legislation, guidance, good practice information.

Manage own priorities and workload and ensure that targets and deadlines are achieved.

CHANGES

The work of Housing Hartlepool changes and develops continuously which in turn requires staff to adapt and adjust. The functions/responsibilities above should not therefore be regarded as immutable but may change commensurate with the grading of the post. Any major changes will involve discussion and consultation which, if wished, may involve a Trade Union/Professional Association representative.

**HOUSING HARTLEPOOL IS AN
EQUAL OPPORTUNITIES EMPLOYER**



External Vacancy

Environmental Sustainability Coordinator

18 month Fixed Term Contract

37 hours per week

£29,307 - £31,831 (Subject to Job Evaluation)

Have you got the enthusiasm and ability to lead us forward in putting environmental sustainability at the heart of our business?

This is a fixed term position for 18 months and so we need someone who already has a great deal of knowledge about the "Green Agenda" and its relevance for an organisation such as ours.

You will be an excellent communicator, be able to use your own initiative and set and achieve targets. Experience of accessing grant funding and working with diverse groups and networks at a senior level, will be an advantage.

For an informal discussion about this post, please contact Sarah Fawcett, Head of Property and Development on 01429 525286.

The closing date for applications is **Wednesday 24th March 2010 at 12pm.**

Application forms and further details are available on the website –

www.housinghartlepool.org.uk or can be obtained by contacting Housing Hartlepool on 01429 525251, 525207 or 525362 or by E-mailing Vacancies@housinghartlepool.org.uk