

Housing Systems Officer

Full-time – 37 hours – Permanent

C1 - £32,076 - £34,834 per annum

North Kesteven District Council is seeking a specialist applications support officer to join the Housing Systems Team. This post puts you at the heart of the Housing and Property department which is critical in the delivery of IT functions to the Council and Lafford Homes housing portfolio of over 4,000 homes. The ideal candidate will assist the Housing Systems and Business Manager in implementing, building, maintaining and developing the delivery of NEC modules within the NEC Housing Application Suite. You will be required to ensure updates are applied to the NEC Housing System, functionality is tested, procedural guides are introduced, reports are written and the system developed to meet the changing needs of the authority. You will be ensuring service continuity with a variety of day-to-day tasks for example Direct Debit processing, producing rent statements, scheduling batch queue jobs, reports and delivering rent year end processing.

The successful candidate will provide management reports and statistical returns through the use of a variety of advanced reporting tools to enable the monitoring of key Performance Indicators and statutory returns for the Service. You will ensure the Council complies best business practices for example BACs Regulations, along with leading and delivering a variety of short and medium term projects and deliver training to users. A high level experience in Excel including formula's and pivot tables is essential. The ideal candidate will be an enthusiastic, innovative, efficient individual with good organisational and communication skills.

Job Requirements:

- Essential - Applications systems background. Evidence to be supplied within the application.
- Essential - Advanced level of Excel. Evidence to be supplied within the application.
- You will have an ability to analyse and present information clearly with an aptitude for analytical work and project based. Evidence to be supplied within the application.
- Essential - Undertake wide range of varying tasks/projects simultaneously.

Key Responsibilities:

- Essential - Excellent time management skills and working to deadlines. Evidence to be supplied within the application.
- Essential - Good standard of written and oral communication and networking skills.
- Essential - Experience in MS Office Applications. Evidence to be supplied within the application.

You will be required to apply a high level of attention to detail, be conscientiousness when carrying out this role, to support the delivery of Housing and Property Service at a technical level and show an appreciation of the contribution local government can make to the welfare of the people living, working, and visiting the district. If you feel you have what it takes to, this could be the role for you. If you would like an informal chat about this post, please call Kay Dickinson, Housing Systems and Business Manager on 01529 414155.

To complete an application form and further details, please visit our website www.n-kesteven.gov.uk

The closing date for all applications is 7th April 2024

The interview date will be 17th April 2024.

Applicants will only be called for interview if they have evidenced that they meet the essential criteria above in the advert.



North Kesteven
DISTRICT COUNCIL

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Does this job require:

Enhanced DBS Check	No
Standard DBS Check	Yes
Basic DBS Check	No
Driving licence	No
A car available for work	No



North Kesteven
DISTRICT COUNCIL

Why join North Kesteven District Council?



Shortlisted for the local government sector's biggest accolades and recognised for our strength, stability and supportive working environment, North Kesteven District Council is going places.

Successful Partnerships



With a scale of ambition and achievement that belies our size, North Kesteven is widely recognised as an effective, positive, and well-respected partner that is future focused in regard to both the communities we serve and the colleagues who work at NKDC collaborating in successful outcomes.

Awards



- Local Authority of the Year finalist in the MJ Awards 2022
- Council of the Year finalist in the LGC Awards 2022
- Chief Executive of the Year finalist in the MJ Awards 2022
- Investors in People Gold Accreditation 2021
- Investors in People – Health and Wellbeing Gold Accreditation 2022
- Active Lincolnshire's Workplace Wellbeing Award Winner 2021 & 2018
- Colleague motivated by Council wellbeing offer awarded for Active Change and as Active Champion 2021 by Active Lincolnshire
- Campaign of the Year finalist in LGC Awards 2021 for communications partnership work

Commitment to Net Zero



Accelerating bold climate action aspirations, building homes at pace and to high-levels of energy-efficiency, growing capacity and confidence in the local economy, enhancing the local environment, delivering excellent services in ways that customers want them and investing heavily in advancing a District of Flourishing Communities, we draw on the talents of everyone with the team in achieving meaningful progress. With a direct thread linking every colleague's individual action directly to our overarching vision and purpose, it is as important to us that everyone sees how they contribute to and connect with our climate aspirations, as much as to our overall service delivery plans and personal wellbeing commitments

Your Wellbeing



Your wellbeing is as important to us as it is to you; with an agile working preference to facilitate a positive work-life balance, dedicated and award-winning provision of paid wellbeing time, discounted leisure access, generous healthcare and pension arrangements and a supportive culture that is championed throughout the organisation and recognised by public-sector leaders as a 'key priority' for us.

The Benefits

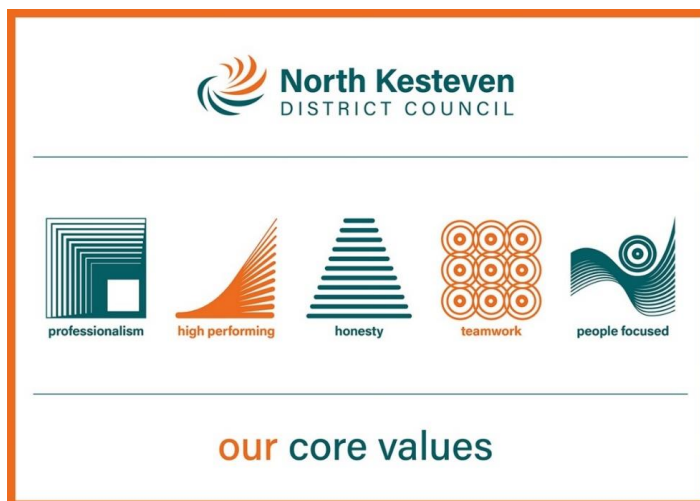
At North Kesteven, we pride ourselves on our benefits package. Colleagues existing benefits cover:



- Local Government Pension Scheme
- Enhanced holiday pay, increasing with time served
- Dedicated counselling services
- Free eye tests and vouchers for glass for DSE use
- A suite of fitness programmes and wellbeing time
- Healthcare cash plan
- Cycle to Work Scheme
- Discount schemes
- Hybrid working



We know that we are only as good as the people that make us. We are proud of the many conscientious, committed, dedicated and determined individuals who collectively collaborate in shaping excellent, effective and efficient enhancements in the lives, fortunes and opportunities of our customers and our communities. But we're short of one person, specific to this role. If you feel it's you, please let us know how you can contribute and add something more to both what we do and what you do.



To get a sense of what we're planning over the coming years, see:

www.n-kesteven.gov.uk/NKplan

To explore what external industry assessors say about us, see:

www.n-kesteven.gov.uk/CPC2021

To share our longer-term 2030 vision, see:

www.n-kesteven.gov.uk/ourcommunitystrategy

To understand our climate approach, see:

www.n-kesteven.gov.uk/climateaction

To be informed on our strong financial position, see the finance plan at:

www.n-kesteven.gov.uk/NKplan