

## Repairs Assistant

28 hours per week– fixed term until June 2027

West of Scotland Housing Association



# Recruitment Pack





Read our  
Recruitment charter on  
[Recruitment Charter](#)

## WELCOME

**Thank you for your interest in West of Scotland Housing Association. This pack explains who we are, what we need from you and what you need to do to apply.**

Our values shape how we act, our decisions and the services we provide. We want a staff team and Board that shares our values and puts customers at the centre of service delivery.

Our staff are at the heart of our business and we support them to be their best which is demonstrated with 84% of staff saying WSHA is a good place to work.

We are an equal opportunities employer and positively encourage applications from suitably qualified and eligible candidates regardless of sex, race, disability, sexual orientation, age, or religion or belief. We are particularly interested to hear from applicants with a disability, or from a black, asian or minority ethnic background.

Disabled applicants who meet the essential criteria will, where possible be granted an interview under the Disability Confident scheme.

We are committed to achieving high standards of quality in recruitment and to ensuring that our appointments are made solely on the basis of merit and that you are treated in a fair and equitable manner.

We look forward to receiving your application.





## ABOUT US

Founded in 1965, West of Scotland Housing Association (WSHA) strives to be more than just a landlord. What sets us apart is the way in which we go further to improve the lives of our tenants, innovatively responding to your needs as your lives change.

We provide around 4,500 homes across the West of Scotland and go further to provide housing you can call home. We have a wide range of homes to suit you at every stage of your life including tenemental flats, family homes, amenity properties and sheltered housing.

## OUR VISION

We go further to provide housing you call home.

## OUR MISSION

Our mission is to provide affordable and sustainable housing and services to enhance lives and empower communities in the west of Scotland. We will do this through engaging with our customers and partners, ensuring that every voice is heard and valued.



To ensure our values are reflected in everything we do, we have created a [Values Framework](#) which outlines the behaviours expected of our staff, managers and Board.



## WORKING FOR US

Access to a personal health care plan for you and your family.  
Access to staff shopping discounts and salary sacrifice staff tech and EV scheme

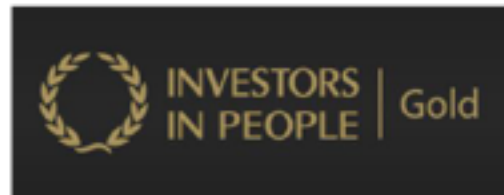
We are a member of Employers in Voluntary Housing (EVH)

Free access to a comprehensive Employee Support and Wellbeing Service

Generous holiday allowance of 40 days

Strong focus on staff health & wellbeing including free flu jabs and annual health checks.  
Cycle to work Scheme and secure bike shed at office

Friendly, inclusive environment and with the flexibility of a hybrid model of working (mix of home and office) if the role allows





***Pension:***

We offer a SHAPS defined contribution scheme provision to all staff employed by West of Scotland Housing Association.

The employee can contribute a minimum of 3% to the scheme.

The employer will contribute twice the employee contribution to a maximum of 10%.

Our pension scheme contributions are based on a salary sacrifice arrangement whereby the employer gives 100% of NI savings to the employee.

In addition to the above, we also provide staff with Critical Illness cover and Life Cover x 3 salary.





## ABOUT THE ROLE

Job Title: Repairs Assistant, fixed term until June 2027

Hours: 28 per week (no Wednesday)

Department: Property

Location: Glasgow, hybrid model in place

Salary Scale: EVH Grade 5 £31,792 - £35,332 per annum pro rata

We are looking for a new Repairs Assistant who shares our values and will use them to guide the way they work on a daily basis. You will play a key role in ensuring tenants receive an excellent service and that repairs are processed efficiently and accurately.

### You should be able to:

- Handle all repairs enquiries and accurately raise works orders with correct descriptions and priorities.
- Process and administer day-to-day repairs tasks, including invoice handling.
- Arrange appointments for inspections and liaise with tenants, Technical Officers, contractors, and housing staff regarding access and scheduling.
- Monitor and address any issues related to property condition, including identifying potential property misuse or non-standard repair requests
- Good IT skills, including confidence in Word, Excel and email.
- Ability to meet demanding deadlines and manage a varied workload

### What we have to offer:

- 40 days annual leave (pro rata)
- Cycle to work scheme & secure bike shed at the office
- Hybrid working
- Access to health care plan for you and your dependents
- Access to wellbeing services





## MAIN RESPONSIBILITIES

- Deal with repairs enquiries and ordering repairs ensuring that accurate descriptions are input on works orders to enable the repair or inspection to be undertaken efficiently and within agreed priority response times.
- Administration of day to day repairs tasks including invoices.
- Process requests for repairs from tenants and for new developments (defects) in line with the Association's policies and procedures.
- Arrange appointments for inspections by liaising with tenants, Technical Officers and contractors.
- Liaise with contractors relating to any matters arising.
- Liaise with tenants, contractors, housing services staff and Technical Officers regarding access arrangements.
- Identify and bring to the attention to their line Manager any areas of potential property abuse or non-standard repair requests. Dealing and processing rechargeable repair requests.
  - Process works orders.
  - Take part in customer experience surveys relating to repairs as and when required.
  - Ensure own continuous development and knowledge is up to date in line with sector related developments.
  - Carry out any other reasonable tasks that may be requested by line manager.

The list above is typical of the level of duties which the post holder is expected to perform or be responsible for. It is not necessarily exhaustive and other duties of a similar type and level may be expected from time to time

## PERSON SPECIFICATION

### CRITERIA

**Essential Criteria - Applicants are required to meet all essential criteria to be considered for shortlisting. Where an essential criterion is highlighted in bold, a higher weighted score will be given to applicant's attitude in that area.**

**Assessment Method** -Applicants should note that the method of assessing individual applications is given in the assessment column (**ASS Method**) as follows:  
AF – Application Form; I-Interview, P – Presentation, PSY – Psychometric testing

### SKILLS and QUALITIES

Criteria	Assessment Method	E	D
<b>Skills &amp; Qualities</b>			
<b>Good Literacy and numeracy skills with the ability to collate and analyse information, maintain written records and write reports</b>	AF&I	*	
<b>Customer Centred Approach, able to undertake difficult conversations, with diplomacy and tact</b>	AF&I	*	
<b>Proficient IT skills in Microsoft word processing, spreadsheets and email</b>	AF&I	*	
<b>Ability to meet demanding personal and team deadlines</b>	AF&I	*	
<b>Ability to liaise effectively and work in partnership with internal and external customers</b>	AF&I	*	
<b>Ability to demonstrate a proactive approach to problem solving</b>	AF&I	*	
<b>Commitment to cross organisational team working and ability to work as part of a small team</b>	AF&I	*	
<b>Self-motivated with the ability to work using own initiative</b>	AF&I	*	

### EXPERIENCE and KNOWLEDGE

Experience & Knowledge	Assessment Method	E	D
<b>Experience of working with the public</b>	AF&I	*	
Can demonstrate good knowledge of housing policy and practice	AF&I		*
Knowledge of current issues and legislation affecting the housing movement	AF&I		*
Knowledge of Scottish Social Housing Charter	AF&I		*
A basic technical understanding with a knowledge of common technical terms used in housing	AF&I		*



## PERSON SPECIFICATION CRITERIA

### QUALIFICATIONS

Qualifications	Assessment Method	E	D
Possession of a relevant professional qualification or knowledge and ability at an equivalent level	AF&I		*

### OTHER REQUIREMENTS

Other Requirements	Assessment Method	E	D
Flexibility to working hours to suit business needs	AF&I		*

### OUR VALUES

Demonstration of the Values	Assessment Method	E	D
Respect - Treats everyone with empathy and kindness	I	*	
Inclusive – Aims to meet individual needs and recognise diversity	I	*	
Integrity - Acts with integrity and honesty always	I	*	
Improvement- Aims to continuously improve what we do to benefit our customers, staff, and stakeholders	I	*	
Support - Supportive in your approach to customers, staff, and stakeholders	I	*	



## APPLICATION PROCESS

For further details and to apply online visit [www.westscot.co.uk/about-us/recruitment/](http://www.westscot.co.uk/about-us/recruitment/).

If you require an application in another format please email [vacancies@westscot.co.uk](mailto:vacancies@westscot.co.uk) or phone 0141 550 5600.

Late applications will not be considered. Applications submitted by email will receive an acknowledgement by return. If you would like us to acknowledge receipt of your posted application, please enclose a stamped addressed envelope with your completed application form



You should complete all sections of the application form and you will need to demonstrate how you meet **all** the essential job requirements on the person specification to be considered for an interview. Applications being completed using ChatGPT or similar AI tools will generally not be accepted and where this is suspected the application may be removed on receipt, from the process. You should also note that curriculum vitae, cover letters and supplementary material will not be considered

The West of Scotland Housing Association does not provide visa sponsorship. All applicants must have the right to work in the UK to apply for positions. Any offer of employment will be conditional upon verifying documentary evidence of right to work in the UK before employment commences.

Applicants with a disability are welcome to contact us regarding any adjustments, you require to the process.

**Completed applications must be returned by 23:55 on Sunday 26<sup>th</sup> July 2026**

**INTERVIEW DATES: Wednesday 5<sup>th</sup> August 2026**



## EQUAL OPPORTUNITIES

We value diversity in our workplace and we would encourage everyone who has the necessary skills and experience to apply.

Information given on the equal opportunities form will be treated in strictest confidence and will be retained for monitoring purposes.

It will be kept separately from your application form and will not be made available to those involved in the selection decision.

As part of our Equalities Policy, we are a signatory to the Disability Confident scheme. We will, where possible, offer interviews to applicants with a disability who we consider meet the essential criteria.

If you are unhappy with any part of the recruitment and selection procedure, you should contact the telephone number or our email address, given in the advertisement initially.

If you are still dissatisfied, you can request and make a formal complaint using our Comments, Complaints and Compliments procedure or if an internal applicant, through our grievance process.





## GUIDANCE NOTES ON COMPLETING THE APPLICATION FORM

Please read these notes carefully - they are to help you make the best of your application.

- 1 Preferably, applications should be completed online and if in writing then should be completed in black ink.
- 2 Please do not send in your Curriculum Vitae.
- 3 The enclosed Person Specification lists the minimum essential requirements for this post. When short listing for interview, the selection panel will only consider the information contained in your application form. You will need demonstrated how you meet the essential job requirements to be considered for the post.
- 4 The selection panel will not make assumptions about the nature of the work from a list of job titles. It is not enough to state that you meet the essential requirement; you must demonstrate how you meet it to the panel with examples. Life experience and skills, as well as work experience may be used. Interviews will be offered to candidates who are the best fit to the post as well as meeting all the essential criteria. Where essential criteria are highlighted in bold, more weighting will be given to candidates with these attributes.
- 5 If you are short-listed for interview, the selection panel will wish to discuss the areas covered in the Person Specification in more detail.
- 6 Candidates must declare on their application form if you are related to any members of staff, Board Member, consultants or contractors or suppliers of WSHA. This will not necessarily be detrimental to your application.
- 7 All personal details will be removed, and applications are anonymised for the short-listing process.
- 8 The equal opportunities monitoring information is kept separately and does not form part of the Selection process.
- 9 As part of our Equalities Policy, we are a signatory to the Disability Confident scheme. We will offer interviews to applicants with a disability who we consider meet the essential criteria. However, in circumstances where we have a large number of applicants including a large number of applicants with a disability, interviews will be offered to those applicants with a disability that best meet the essential criteria.
- 10 We strive to be an inclusive organisation and we encourage candidates with disability to contact us if there are adjustments/assistance that we can provide to enable an application.
- 11 Please contact us if you require application information in a different format.
- 12 All interview candidates will be required to complete a criminal conviction declaration under the Rehabilitation of Offenders Act 1974, usually if invited for interview. Positions are subjected to the declaration is being completed.
- 13 Many of our positions are conditional on a Disclosure Scotland check being obtained.  
*Further information on applying for the correct level is provided to the successful candidate.*
- 14 When sending your application as a word document, please ensure you add an electronic signature to confirm the application is true and complete.