

Job Advert

Estates & Facilities

Officer



Housing | Health | Recovery

Service:	Housing Department
Location:	Limerick or Dublin Offices
Duration:	Indefinite Duration
Hours:	40 hours
Published:	15 th of April 2025
Application Closing Date:	28 th of April 2025

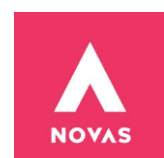
NOVAS is a not for profit organisation and Approved Housing Body. We work with single adults, couples and families who are homeless or at risk of being homeless. We provide a range of support services and accommodation. We have over 300 staff, and more than 30 services in Limerick, Dublin, Clare, Kerry, Cork and Tipperary including residential homeless services, social housing and community based services for tenancy sustainment, homelessness prevention, mental health and recovery.

The role of Estates & Facilities Officer is vital to the successful delivery of quality housing and services at NOVAS for our clients and tenants. The Estates & Facilities Officer supports NOVAS Housing and Client Support functions to ensure all social housing, supported living, congregated accommodation, and administrative offices are maintained and managed within the authority delegated from the Senior Asset Manager.

NOVAS is a Trauma Informed practice organisation and the principles of collaboration, diversity, respect and trust are embedded in our way of working together. Our services are provided through support of our partners in local government through the Local Authorities, HSE, and other donors and funders

Desirable Skills and Knowledge (Please see Job Description for complete Person Specification)

- Experience of property maintenance and systems to record and manage properties, facilities and operations.
- Effective organisational, technical and administrative skills including operating property maintenance systems including Microsoft Office (particularly Outlook, Word, Excel and Teams) and CRM database systems (particularly Salesforce).
- Experience of Health & Safety including risk assessments, preparing PSHP's DRA's and HSA notification processes and the implementation of Health and Safety policies and procedures. Safe pass required.
- Demonstrate sound judgement, decisiveness analytical and operational skills required for the role.
- Good communications, interpersonal and motivational skills including a client or customer focused approach to your work.
- Ability to deal with pressure, deadlines and competing demands. Ability to prioritise workload and manage multiple responsibilities effectively.



- Full drivers licence and use of own car. (Expenses policy for claiming used mileage)

We offer a competitive benefit package including 26 days annual leave pro rata, access to further education supports and contributory pension.

If you would like to work for NOVAS, an application form and job description can be found on the careers section of our website www.novas.ie/work-for-us. If you require any further information or wish to submit a completed application form, please email tracey.mccarthy@novas.ie