

JOB DESCRIPTION

NOVAS

Housing | Health | Recovery

Job Title:	Acquisitions Officer	Post Holder:	Vacant
Reports To:	Senior Asset Manager	Location:	Limerick or Dublin Office
Salary:	This role is attached to a defined salary scale which ranges from €45,000 to €58,715 and appointments are made depending on experience.		

Purpose of the Job

The role of Acquisitions Officer is vital to the successful delivery of quality programmes and services in NOVAS for our clients and tenants. The Acquisitions Officer will support the Housing Department within the authority delegated from the Senior Asset Manager and Head of Housing to support the acquisition of a portfolio of properties for social housing and social care service delivery.

The role reports to the Senior Asset Manager and is situated in the Limerick or Dublin office as agreed but will require travel as needed, to other locations where NOVAS services are located. This role requires some element of flexibility and adaptability, and the post holder is required to be available to work predominantly Monday to Friday during office hours but, in cases of emergencies of work demands may be required to communicate with developers, contractors, suppliers, service managers or other colleagues outside of office hours.

The Acquisitions Officer will have a background, with training or experience, in the areas of property acquisition, conveyancing, project management and will be expected to work within the relevant frameworks of quality standards or legislation.

This job description is a guide to the general range of duties assigned to the post holder. It is intended to be neither definitive nor restrictive and is subject to periodic review.

Environment of the Job

NOVAS is a not-for-profit organisation and Approved Housing Body, we work with single adults, couples and families and who are homeless or at risk of being homeless. We provide a range of services and accommodation. Our first service was established in Limerick in 2002 which was a temporary low-threshold emergency homeless accommodation, and we have grown from there. We now have over 300 staff, and more than 30 services in Limerick, Dublin, Clare, Kerry, Cork and Tipperary including emergency homeless accommodation, transitional homeless



accommodation, social housing and community-based services for tenancy sustainment, homelessness prevention, mental health and recovery.

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.

Delegation and Reporting

The Acquisitions Officer has decision making remit for the areas of property acquisition in collaboration with the Senior Asset Manager and colleagues in the housing and finance departments. In the absence of the Senior Asset Manager, or at other specified times, the Acquisitions Officer may be required to consult with and take direction from the Head of Housing, the CEO, or another specified member of the leadership team.

Oversight for the work in this role is provided by the Housing & Tenant Sub Committee of the NOVAS Board of Directors.

The Acquisitions Officer will at all times operate in a professional and respectful manner, maintaining high quality standards of work in accordance with the values and mission of NOVAS. Their decision-making will at all times be informed by the best interests of the clients and tenants and ensuring cost effective value for money, use of donations and public money.

Challenges

The nature of our work involves supporting the most vulnerable people who often have complex needs and may be survivors of trauma. As a result, during the course of your work you may engage with sensitive and confidential matters that require empathy, compassion and pragmatism. You may also encounter clients or tenants who are in distress, displaying challenging behaviours or struggling to moderate their behaviour. Patience, respect and an ability to remain professional and focused on deescalating is essential. Further training will be provided in Trauma Informed Practice or Crisis Prevention.

As an organisation that is largely funded by public money, effective use of resources is a continuous focus and challenge.

Key Accountabilities	
Accountability	Achieved by
Property Acquisition	<ul style="list-style-type: none"> • Collaborate with the Head of Housing & Senior Asset Manager to plan the targets for quantities and locations of Housing Acquisitions for Social Housing Units and Social Care Service provision sites and agree and drive the delivery of relevant strategic targets, plans and goals. • Partner as required with developers, auctioneers, valuers, solicitors and local authorities to progress acquisition of properties. • Liaise with third party suppliers, professional services and property partners to secure surveys, valuations and technical services for new development leads. • Manage the preparation of internal housing development project appraisals. • Manage the preparation of acquisition and leasing arrangements proposals. • Plan and manage the collection of relevant signatures from Board members including producing records of previous approvals for properties at the point of signing for cross reference. • Assist with key external relationships ensuring appropriate flow of information on housing development projects including with local authority, housing agency, department of housing, ICSH and approved housing body regulatory authority.
Housing Delivery	<ul style="list-style-type: none"> • Collaborate with the Head of Housing & Senior Asset Manager to plan and deliver the targets for quantities and locations for new construction projects, leases & acquisitions for Social Housing Units or Social Care Services. • As directed, manage specific projects and programmes assigned to you and ensure works and programmes are delivered to programme funding, budget and standards required. • Work in conjunction with Head of Housing and Senior Asset Manager to develop and strengthen relationships, partnerships and innovations that assist in the delivery of projects and programmes.

Administration	<ul style="list-style-type: none"> • Deliver appropriate file management of project records as directed & required. • Ensure appropriate financial aspects of all projects are completed, recorded and allocated as directed & required. • Communicate effectively as directed & required.
Supervision, Support & Development	<ul style="list-style-type: none"> • Engaging in regular one-to-one sessions with your line manager. • Contribute to the Housing Department work to develop ideas and initiatives. • Working under the direction of your line manager and the wider management team. • Participating in team meetings. • Familiarity and compliance with all relevant policies and standards. • Participation in relevant and required training events.
Health & Safety	<ul style="list-style-type: none"> • Attention to your own Health & Safety in the workplace. • Vigilance of health & safety hazards and timely reporting of same to your line manager. • Managing incidents and accidents in accordance with policies.
Information Management	<ul style="list-style-type: none"> ▪ Ensure data and personal information relating to clients, tenants, staff and other members of the organisation is kept safe and secure using the correct systems and procedures, is collected for legitimate purposes and is safely destroyed when appropriate.

Person Specification

Essential Criteria

Documentary evidence of qualifications and eligibility will be confirmed at the end of any recruitment process, candidates who do not possess the essential requirements, on the date of application will not be offered a position. It is the responsibility of the applicant to ensure they meet the essential criteria of the person specification.

The appropriate candidate will have:

- Qualification, Experience or knowledge of any of the following:
Quantity Surveying, Property Valuation, Property Management, Construction Management, Architecture or Engineering or any related field.
- Project management experience of assessing and acquiring properties and managing the associated documentation and processes.
- Effective, clear and professional written and verbal communication skills.
- Excellent interpersonal communications skills including influencing, conflict resolution and clarity.
- Proficiency with Microsoft Office suite of applications including word, excel, teams and outlook.
- Ability to deal with challenges, deadlines and competing demands.
- Ability to prioritise workload and manage multiple responsibilities effectively.
- Full drivers license and use of own car.
- Criminal Record Self Declaration will be sought for this role.

Desirable Criteria

It would be an advantage for the candidate to have:

- Experience in a property acquisition role in an Approved Housing Body or similar experience.
- Familiarity with public procurement and VFM (Value-for-Money) processes including CWMF (Capital Works Management Framework).
- Understanding of Social Housing in Ireland.
- Experience of liaising with, or managing construction teams on new build, turnkey or renovation projects.
- Experience of working in, or a strong interest in the charity or not-for-profit sector.

NOVAS Employment Benefits

NOVAS is committed to attracting and retaining the best talent in service of our clients and tenants and values the hard work and commitment of our staff.

Detailed below are a range of benefits you receive as a NOVAS employee.

Support & Supervision	Every employee will have regular planned one-to-one meetings with their line manager as well as Team Meetings and Monthly All Staff Town Hall meetings in order to ensure you are connected to and supported by your colleagues and the organisation.
Learning & Development	NOVAS will fully fund a wide range of training programmes required role specific including First Aid, Fire Safety, Manual Handling, Trauma Informed Practice.
Career Progression	NOVAS believes in supporting the development and career path for our staff and develop skills for role changes, Leadership Preparation and Management Development.
Salary Scales	NOVAS has defined salary scales and has committed to awarding annual increments to staff depending on sustained funding.
Annual Leave	26 Days annual leave plus bank holidays.
Pension	A direct contribution pension with a 5% employer and employee contribution totalling 10%.
Employee Assistance Programme	Our Employee Assistance Programme provided by Inspire Wellbeing gives staff access to free confidential counselling and a suite of online mental health and wellness tools.
Further Education Support	With the help of your line manager, you can apply for financial support, study leave, or exam leave days to complete external professional qualifications to help further your career.
Sick Pay	2 Weeks full and 2 weeks half sick pay certified.
Maternity Leave	18 weeks full pay which can be pro rata across duration.