

## Project Support Analyst

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Company: Rochdale Boroughwide Housing

Location: United Kingdom

Category: office-and-administrative-support

### **Permanent – 36.25 Hours – Full Time**

RBH own and manage around 13,000 homes within the Borough of Rochdale in Greater Manchester. We are the largest provider of affordable housing in the Borough and, in an economic environment where the supply of housing is at its most challenged, we take very seriously our responsibility for supporting the people who live in our homes and communities to live well and thrive.

Our core purpose is to be a provider of quality homes and services to our customers who live across the towns and villages of the Borough of Rochdale. Our role in making places and building a sense of community through the provision of homes and services is at the heart of our role.

Our primary focus is on providing warm homes in safe communities where people want to live and raise their families. We're excited to see the changes that will be delivered over time for our customers, and we'd love to hear from people who want to join us and help us to deliver those improvements.

RBH currently have an exciting opportunity for **Project Support Analyst** to join our Corporate Services and provide project support to business wide initiatives.

### **Who are we looking for?**

Excellent Microsoft Office 365 skills including Excel

Ability to collect and analyse information, problem solve and

produce documents/reports to a good and accurate standard

Good influencing and negotiating skills

Ability to prioritise and work to tight deadlines

Experience of project/programme management ideally within a digital/tech environment

### **What's in it for you?**

As an RBH employee, you will receive a range of fantastic benefits, including: -

SMART working arrangements

Holiday entitlement – 30 days holiday plus all UK bank holidays, with an additional 5 days after completion of five years' service. Part time employees will receive a pro rata entitlement.

Ability to purchase up to an additional 5 days leave per year.

A quality defined contribution pension scheme, with salary exchange and RBH matches your contributions up to 8%

Healthcare – automatic enrolment into a health care cash plan, covering optical and dental costs, consultation fees and physio to name but a few.

You will also have access to our Employment Assistance Programme with a 24-hour confidential counselling support for both personal and work-related issues.

Plus, many more

**Please refer to the attached Job Description upon completing your application**

**Please note, should we receive a high volume of applications, we may look to close the role early, therefore we recommend an early application**

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### **Cross References and Citations:**

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