## BUIDHEANN TIGHEADAS LOCH AILLSE AGUS AN EILEIN SGITHEANAICH LTD LOCHALSH AND SKYE HOUSING ASSOCIATION

## **CORPORATE SERVICES PROCEDURE: Staff Structure** CHIEF EXECUTIVE DIRECTOR OF FINANCE & TENANT ENGAGEMENT AND LEGAL SERVICES HOUSING SERVICES **ENERGY ADVICE** CORPORATE SERVICES SUPPORT MANAGER MANAGER SERVICES MANAGER (Note 1) MANAGER (TBA) HOUSING SERVICES HOUSING SERVICES TENANT ADVISER DEVELOPMENT RENT ACCOUNT FINANCE SERVICES **TECHNICAL** ENERGY ADVISER ASSISTANT CLERICAL ASSISTANT x 2 MANAGER MANAGER MANAGER MANAGER (Note 2) (Note 4) DEVELOPMENT RENT ACCOUNT FINANCE SERVICES OFFICER ASSISTANT ASSISTANT (TBA) ........................ CORPORATE SERVICES **TECHNICAL** PROPERTY PROPERTY SERVICES TECHNICAL SERVICES HANDYPERSON CARE & REPAIR MANAGER SERVICES MANAGER SERVICES SERVICES ASSISTANT x 2 ASSISTANT OFFICER x 3 MANAGER CO-ORDINATOR Note 5 \*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\* **PERSONAL** ASSISTANT HANDYPERSON x 3 **TECHNICAL** JOINER x 2 PLUMBER x 2 ELECTRICIAN ESTATE SUPERVISOR ASSISTANT x 5 (TBA) CORPORATE SERVICES ASSISTANT x 2 APPRENTICE ESTATE ASSISTANT **JOINER** All Staff work 35 hours per week, except:-(TBC) Note 1: 28 hours per week Note 2:30 hours per week Note 3: 16 hours per week Note 4: 32 hours per week Note 5: 20 hours per week Denotes Senior Management Team Members Updated July 2023 Denotes Managers