



Job Description

Job title	Senior Project Officer (Decent Homes Projects)	Hours	37 hours <i>Flexible working options are available, including job share</i>
Department	Housing Technical Services	Salary	SK15 (40,677 per annum)
Location	Council Offices/Works Depot/Home Working	Contract	Permanent

Main Job Purpose

To ensure the successful delivery of decent homes and cyclical planned programmes to ensure that all projects are completed on time, within budget and meet required quality standards.

To manage and lead a small team of surveyors, delivering high quality services to the Councils housing stock and wider estate portfolio.

To ensure that the Councils property and estates are maintained in a safe condition which minimizes risk to the council as a landlord.

Main Statement of Responsibilities

- Monitor team performance to ensure that projects are delivered on time, to agreed quality standards and within budget.
- Work with key stakeholders to produce programmes of work.
- Prepare tender documentation and specifications for all types of alteration and refurbishment including obtaining planning permission and building regulation approval.
- To manage all contracts to ensure that works are delivered within policy framework and key performance indicators are met and to minimise financial and reputational loss to the Council.
- Coordinate contractor meetings to build good working relationships including addressing any areas of non-performance.
- Lead and champion effective contract management ensure the success of all projects within your control.
- Provide excellent customer service to all tenants, stakeholders and colleagues including keeping them informed of all work and respond to enquiries and complaints promptly.
- Plan and investigate and recommend use of appropriate and innovative building products and identify with contractors' areas for cost reductions.
- Ensure contractors adherence to all relevant health and safety requirements, including CDM, contractor RAMS and insurances requirements.
- Ensure that all technical documents, CDM files and warranties/guarantees are logged and filed and that relevant officers are notified.
- Ensuring training, updates and instruction is delivered to relevant staff consistently and in accordance with legislation.
- To identify and manage risk in relation to contractor management and ensure risk registers are maintained and properly recorded.
- Assist with the procurement of works contracts in accordance with SKDC Financial Regulations and Procurement Procedure Rules.
- Ensure contract documents are in place for all projects.



- Supervise construction works, ensure adherence to specifications, quality control, and monitor progress of completions.
- To take ownership of delegated planned works budgets, including forecasting, assisting with the setting of service charges and monitoring expenditure.
- Provide regular reports on project expenditure against budgets and progress on programme delivery.
- To monitor contractor costs against contract and to agree price variations and contract extensions.
- Authorise payments to suppliers in line with the Financial Regulations.
- Provide stock condition, energy performance and all other data as required by the Asset Data team to ensure that the Council's asset management database is kept up to date.
- To actively and effectively promote the Council's vision, values, aims, objectives and priorities, putting our tenants first through the delivery of best value services.
- Manage and motivate your team including carrying out regular 121's, annual appraisals, holding regular team meetings, giving positive feedback to team and individuals, setting and achieving performance targets and addressing employee non-performance in accordance with policies and procedures if required.
- Authorising annual leave and holding sickness reviews.
- Demonstrate commitment and support for safeguarding and promoting the welfare of children, young people, and vulnerable adults.

This role is not politically restricted.

Core values

Our vision is to "be the best district in which to live, work, and visit." To achieve this promise, we are building an organisation with a strong internal culture. Our values determine how we behave and deliver services to our residents and businesses and how we interact with each other, and we believe that our values are just as important as skills.

They focus attention on six areas:

Trust

- We act with credibility, professionalism and integrity in all that we do.
- An important guiding principle in the Council's operations and decision-making process, Trust is found in all relationships; from colleagues, Members and building our resident's trust.

Empowerment

- Committed to creating an environment where colleagues are encouraged and supported to take initiative.
- A culture of collaboration and teamwork where everyone is encouraged to share ideas, contribute and work together.

Accountability

- Taking responsibility for our actions and operating in a transparent manner.
- Being responsible for our own performance.

Making a Difference

- Addressing the complex challenges we face with innovative solutions.
- Driven by a purpose to create a positive impact and improve the lives of residents and the community of South Kesteven.



Supportive to All

- Putting residents at the heart of everything we do.
- Being an inclusive Council that values and celebrates diversity.

Kindness

- Empathy and understanding of others.
- Treating everyone with respect.



Flexibility

Some flexibility in the working hours will be required from time to time. This job description is not intended to be exhaustive. The post holder will be expected to adopt a flexible attitude to duties which may have to be varied (after discussion with the post holder) subject to the changing needs of the organisation.

Person Specification

Relevant Experience, Skills and Knowledge

Essential

- Demonstrable experience in managing repairs and maintenance works in residential properties and conducting surveys to identify works required
- Knowledge and experience of managing external contractors.
- Knowledge of health and safety requirements in particular CDM, Decent Homes and Housing Health & Safety Rating System.
- IT literate
- Manages time effectively and delivers against agreed objectives

Desirable

- Experience of report writing.
- Experience of using the NHF Schedule of Rates.
- Experience of managing staff.

Relevant Qualifications

Essential

- A relevant construction qualification equivalent to HNC, or equivalent through experience.
- Full driving licence and access to a car.

Desirable

- IOSH Managing Safety



- Project management qualifications or equivalent experience

Communication and Interpersonal Skills

Essential

- Flexibility in terms of hours and duties
- Genuine enthusiasm for the post
- Ability to work as part of a team
- Accurate recording of data
- Ability to adopt an ordered, systematic and thorough approach to work tasks and record-keeping