



## Job Description

Job title	Capital Projects Officer	Hours	37hrs - full time
Department	Property Services	Salary	SK12 (£37,467 per annum)
Location	The Picture House, Grantham with mix of home and office-based working	Contract	Fixed Term – 12 Months

### Main Job Purpose

To be responsible for the planned projects to Council General Fund assets.

To procure contractors and manage the capital funded contracts. To support the creation of the annual planned preventative maintenance budget and the preparation of capital bids.

The role reports to the Team Leader.

This role is not politically restricted.

### Main Statement of Responsibilities

- Contract Monitoring of the maintenance contracts relating to the Leisure Centres, Public Buildings and all SKDC Offices in the district.
- Prepare tender documentation and specifications for all types of alteration and refurbishment including obtaining planning permission and building regulation approval.
- To manage key contracts within the planned works team 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.
- Preparation of Capital Bids and the running of Capital Bid projects within Leisure, Arts Centres and any commercial premises which requires it.
- Management of planned and reactive maintenance programme for Council assets and ground structures.
- Property inspections to identify required works.
- Working as part of the operational team in relation to planned, reactive and responsive works, arranging appropriate visits and monitoring of contractors.
- Delivery of high-quality customer focused service – liaising and corresponding with both internal and external customers to find suitable outcomes for any complaints or requests.
- To assist in the process to compile, maintain and control the budgets relating to planned preventative and reactive maintenance.
- To work alongside the M & E Project Officer to ensure that all energy efficiency measures are taken to meet the Council's objectives and policies.
- To authorise payments and settle accounts up to the value set out in the Council's Financial Regulations.
- Update the Council's asset management systems to ensure accurate records and data retention information is kept
- To provide advice and guidance to employees on planned and reactive maintenance matters.



- Ensure contractor adherence to all relevant health and safety requirements, including CDM, contractor RAMS and insurances requirements.
- Ensure legislation and statutory obligations are implemented and complied with.
- Participate with the on-call rota as required
- Maintain accurate and complete property, contractor and services data on the Technology Forge system.
- Ensure there is an effective system for tracking progress and workload against planned work activities and time schedules
- Liaise with external contractors and consultants as required
- Provide data and reports on Contractor performance and feedback through appropriate systems
- Work closely with colleagues across all SKDC as required by the role
- Contribute to activities and initiatives across the District
- Provide administrative support to team members as required
- Supporting the Corporate Property Services Team ensuring assets are compliant and safe for our building Users

## 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

- Minimum of 5 years experience in similar role.
- Competent written skills including report writing and bids.
- Contract and contractor management skills.
- Able to work with others to get the job done well
- Evidence of continuous learning
- Take personal responsibility for own work and focuses on solutions and action to ensure agreed objectives are met
- Treat all individuals with respect and dignity
- Manages time effectively and delivers against agreed objectives
- Experience of working with customers
- Experience of monitoring and managing contractors
- Experience of using Microsoft Office packages.
- Flexibility
- Ability to work as part of a team
- Ability to work on own initiative and unsupervised
- Ability to analyse and prepare financial information.
- Ability to work to deadlines
- Ability to perform the physical elements of the role



Desirable

- Experience within a Local Authority / Housing Association type environment
- Experience in using a CAFM System

**Relevant Qualifications**

Essential

- Professional qualification – HNC in appropriate construction related area or past relevant experience in a similar role.
- Educated to good general standard
- Hold a current valid driving licence

Desirable

- Health and safety qualification such as IOSH/NEBOSH
- Contract Management qualification

**Communication and Interpersonal Skills**

Essential

- Proven interpersonal and communicating skills including a clear and concise telephone manner and the ability to communicate at all levels verbally and via email.
- Excellent attention to detail
- Ability to communicate effectively and efficiently to ensure information is passed on quickly and accurately.
- An effective team worker
- Experience of working in a customer focused environment

Desirable

- Recent experience of working within a team environment and relevant experience of working alone and setting own priorities