

# Job Description

## Position Details

<b>Position:</b>	Assistant Technical Officer
<b>Directorate:</b>	Economy and Place
<b>Service:</b>	Property Maintenance
<b>Position no:</b>	BG17195
<b>Grade:</b>	4
<b>Hours of work:</b>	37
<b>Work style:</b>	Agile Worker
<b>DBS required:</b>	Enhanced Disclosure
<b>Contact:</b>	Matthew Stone – Assistant Team Manager (Building Assets) 07811 357791
<b>Date:</b>	August 2025

**Politically Restricted?**    ☐ Yes\*    ☒ No

\* The position is politically restricted within the provisions of the Local Government and Housing Act 1989 as prescribed in the Local Government Officers (Political Restrictions) Regulations 1990

## About the Position

Reporting to: Assistant Team Manager (Building Assets)

Responsible for:

You will be responsible for providing support to the building surveying team, co-ordinating reactive and planned maintenance work, whilst providing updates to internal and external stakeholders. You will work closely with the building surveyors, construction officer, Direct Labour Organisation (DLO) team and contractors.

## Principal Accountabilities

1. Provide daily admin support to the building surveying team.
2. Organise and administer meetings, site visits and annual statutory checks for the building surveying team.
3. To attend site meetings with the building surveying team if and when required.
4. Promote, Forge, and achieve a good working relationship with all contractors, stakeholders and building surveying team.
5. Some budget monitoring may be required.
6. To Personally comply with the relevant sections of the Authority's policy statement on Health, Safety and Welfare at Work.
7. To adhere to the principles of the Corporate Equality Policy and ensure commitment to anti-discriminatory practice.

8. Assist in the collating of all the relevant documentation required for the submissions for tendering.
9. To input details onto a spreadsheet/database of the various reactive and planned maintenance projects that the building surveying team carry out.
10. Communicate with the DLO team, contractors, and external companies in order to ascertain the time frames on the delivery of the reactive and planned maintenance projects.
11. Communicate back to building surveying colleagues and associated stakeholders about the time frames involved with the reactive and planned maintenance projects and keep that communication going.
12. Undertake any other duties that may be required.

### **General Accountabilities**

1. To comply with the Council's Policy Statement on Health, Safety and Welfare at Work.
2. To positively promote the Council's Strategic Equality Plan and ensure commitment to anti-discriminatory practice.
3. To demonstrate a commitment to ongoing personal development.
4. To adhere to data protection principles whilst undertaking your duties.
5. To be responsible for undertaking your duties in a way that safeguards and promotes the welfare of children, young people and adults at risk. You must bring issues of concern regarding the safety and welfare of children, young people and adults at risk to the attention of the Safeguarding Officer in your service as soon as you become aware of them.
6. Undertake other duties that may be required of you, commensurate of your grade or general level of responsibility within the organisation.
7. To adhere to the principles of the Corporate Equality Policy and ensure commitment to anti-discriminatory practice

This job description sets out the main responsibilities of the position at the date it was drawn up. Such duties may vary from time to time without changing the general character of the post or the level of responsibility.

# Person Specification

Requirements	Essential (E) / Desirable (D)	Assessment methods: Application (A), Interview (I), Presentation (P), Test (T), Probationary Period (PP), other please specify
<b>Qualifications</b>		
Educated to BTEC / A Level Standard / Degree, or equivalent	Essential	A, I, PP
Other associated administrative and or building related qualification/certification.	Desirable	A, I, PP
<b>Experience</b>		
Experience and knowledge in the use of IT systems including Microsoft Word, Excel, Outlook and database applications.	Essential	A, I, PP
<b>Knowledge / Skills</b>		
Experience of working within a Local Government environment.	Desirable	A, I, PP
Demonstrate basic level knowledge and understanding of the Statutory Testing Process.	Desirable	A, I, PP
Demonstrate basic level knowledge and understanding of the building and structures.	Desirable	A, I, PP
An understanding of the work that the building surveying team carry out.	Desirable	A, PP
Experience with working with other groups / parties and forming good working relationships.	Essential	A, I, PP
<b>Personal Attributes</b>		
Ability to produce clear, concise project documentation	Desirable	A, I, PP
Excellent I.T skills including Microsoft Office	Essential	A, I, PP
Applicants should be enthusiastic and able to work effectively under pressure.	Desirable	A, I, PP
<b>Special Working Conditions / Requirements</b>		
Candidates should be capable of dealing with people face to face or over the phone.	Essential	A, I,
Candidates to be enthusiastic with good communication and interpersonal skills and be able to work closely with colleagues and team members.	Essential	A, I,
Ability to show initiative and develop skills through training.	Essential	A, I,
Driving licence and access to vehicle for work purposes.	Desirable	A, I,

<b>Minimum Welsh Language Skill Requirements</b>	Assessment methods: Application (A), Interview (I), Presentation (P), Test (T), Probationary Period (PP), other please specify
Welsh Language Skills Level 0. Level 1-5 is desirable. Training is optional.	A
Welsh Language Skills Level 1 Entry / Courtesy (as a minimum) are desirable and need to be learnt when appointed. Training required: "Welcome Part 1 & 2" (10 hours in total)	
Welsh Language Skills Level 1 Entry / Courtesy (as a minimum) are essential. Training required: "Welcome Part 1 & 2" and "Welcome Back Part 1 & 2" (20 hours in total).	

For further information on the above please refer to the [Welsh Language Skills Guidelines](#)

Welsh language skills requirements beyond the minimum stated above e.g. fluent speaker / proficient writer will be outlined within the person specification under qualifications and skills.

### **Personal Competencies**

All competencies are regarded as essential, although it is recognised that some may be achieved over a period of time. All employees are expected to continually develop their competencies in line with the appropriate framework. In addition to those assessed as part of the recruitment process, competencies will be assessed during the probationary period and through the Council's performance coaching scheme.

<b>Competencies – Delivering the Service</b>	Assessment methods: Application (A), Interview (I), Presentation (P), Test (T), Probationary Period (PP), other please specify
Plans ahead, organises work in advance	I, PP
Involves line manager / colleagues in setting and meeting targets	PP
Reorganises work when necessary	I, PP
Sees tasks through to completion whenever possible	PP
Seeks help if workload becomes unmanageable	PP
Uses initiative to report issues that arise that impact on others	PP

<b>Competencies – Improvement and Change</b>	Assessment methods: Application (A), Interview (I), Presentation (P), Test (T), Probationary Period (PP), other please specify
Is prepared to try new things & feedback results	PP
Understands that changes are needed if things are to be improved	PP
Finds new and creative ways of doing things better	I, PP
Actively seeks to develop own skills and knowledge	PP
Learns from mistakes & welcomes constructive feedback	PP

Competencies – Providing Excellent Customer Service	Assessment methods: Application (A), Interview (I), Presentation (P), Test (T), Probationary Period (PP), other please specify
Recognises the importance of high standards of customer service	I, PP
Is committed to providing an excellent service to all the citizens of Blaenau Gwent	I, PP
Understands the links between own professionalism and the possible impact on the Authority's image	PP
Has a professional attitude that sets an example to colleagues	I, PP
Takes pride in own work and that of colleagues	PP
Is respectful, courteous and helpful at all times	PP

Competencies – Team working	Assessment methods: Application (A), Interview (I), Presentation (P), Test (T), Probationary Period (PP), other please specify
Reacts constructively to others' suggestions and requests	I, PP
Recognises potential value of others' opinions and actively seeks their contributions	PP
Asks for help when necessary	I, PP
Actively seeks to help others	PP
Is aware of the impact of own behaviour on others	PP

Competencies – Communicating	Assessment methods: Application (A), Interview (I), Presentation (P), Test (T), Probationary Period (PP), other please specify
Adapts content and style to help others understand	PP
Makes sure that people are regularly informed	PP
Uses appropriate language, gestures and tone when talking with others	PP
Checks others have understood & seeks advice when necessary	PP
Actively seeks to improve all forms of communication with others	PP
Communicates professionally by using formal channels appropriate to the situation	PP

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