

Job Description

Post title	Project Officer – Major Works	Grade	G
Department	Operations - Planned, Cyclical & Estates Maintenance	Post ref	TBC

Overall job purpose

Supervision of major refurbishment and building works contracts and programmes including implementing and co-ordinating on-site quality control procedures and ensuring that appointed contractors adhere to contractual requirements and standards.

To assist with the identification of properties to be included in major works programmes, the scope of works to be undertaken, the quality of works delivered on site and consultation with tenants throughout the process.

To assist in the procurement of maintenance / refurbishment contracts and the development of associated contract documents and specifications of work.

Reporting relationships

Reports to: Projects & Procurement Team Leader

Responsible for: Project Design Co-ordinator, Energy Performance Officer

Key tasks and responsibilities – post specific

To assist the Projects & Procurement Team Leader in the operational delivery of refurbishment and major works to the Council's housing stock. Responsible for the supervision and monitoring of building related contracts and contractors and on a day-to-day basis, predominantly related to refurbishment / improvement works to the Council's housing stock.

Deputise for the Projects & Procurement Team Leader in their absence.

Supervision of employees inclusive of all health & safety related matters, training, motivation, performance and discipline.

Ensure major works budget allocations are monitored, and not exceeded, whilst checking the validity and accuracy of contractor invoicing, application for payments and valuations against tendered rates.

Preparation of formal tender documents, the procurement of contracts, the supervision of Contractors and to continually monitor progress of projects and workload.

Seek funding opportunities for works associated with the decarbonisation of the Council's housing stock.

Development of new procedures and processes and with their implementation. Identify weaknesses in existing procedures and processes to ensure the efficient operation of service provided.

Ensure that property energy performance assessments are completed in accordance with required timeframes and identify maintenance / refurbishment works which will improve the energy performance of the Council's housing stock.
Monitor, update and extract data from computerised systems to report on performance.
Develop and maintain efficient and effective computerised databases and records.
Ensure that the Council meets all of its Statutory and Regulatory obligations, inclusive of those relating to Health & Safety.
Develop programmes of work to ensure adequate resources are available and contracts are in place so that works are completed in accordance with the Decent Homes Standard.
Determine the appropriate method for carrying out works on site including providing paramount consideration to Health and Safety. Produce risk assessments, method statements and provide continuity of work ensuring sufficient materials and equipment to complete the works to a high standard whilst delivering customer satisfaction.
Inspect completed jobs to check for quality, quantity, accuracy of claims and customer satisfaction. Check certification and Contractor submissions, ensuring that work content and payment claims are accurate.
Liaise with other service providers, including outside agencies in order to deliver works effectively.
Visit tenants complaining or dissatisfied with either works completed or works planned and generally pre-empt potential problems, endeavouring to deliver an excellent service at all times.
Provide technical and procedural advice and assistance on housing maintenance / refurbishment issues to non-technical employees or other outside agencies.
Prepare reports, information and statistics as required and maintain accurate and up-to-date records to ensure the effective operation of the service.
Investigate and gather appropriate information to initiate the recharge procedure for costs which are not the repair responsibility of the Council.
Attend tenants and residents meetings and present information to customers utilising a variety of methods regarding the services delivered by the Housing Repairs sections.

Key tasks and responsibilities – corporate

Operate according to the Council's corporate values and codes of behaviour.
Ensure at all times all Health & Safety Legislation requirements are met and that the Council's Health & Safety Policy, its arrangements and procedures are implemented. This includes, where applicable, taking responsibility for personal health and safety and having regard to other persons affected by the performance of the duties of the post; ensuring that risk management objectives are delivered and other risk management activities effectively implemented and monitored.
Exercise proper care in handling, operating or safeguarding any equipment, vehicle or appliance provided, used or issued for the performance of the duties of the post.
Have a commitment to and understanding of the Council's approach to equality and diversity and promote and deliver fair, sensitive and quality services.
Comply with all relevant Council policies and procedures including financial regulations, code of conduct, HR policies / procedures, Data Protection, Freedom of Information Act and ICT Codes of Practice.

Adhere to relevant working practices, methods and procedures and undertake relevant training and development as required and respond positively to new and alternative ways of working.

Carry out any other reasonable duties and responsibilities commensurate with the grade and level of responsibility of the post.

Engage with digital models of service delivery and support the implementation of digital working methods.

Manage and / or use resources in ways that ensure value for money and supporting the commercialism agenda.

Demonstrate a commitment to the delivery of excellent service for all customers and service users.

Employee signature

This job description represents a statement of the duties of the post but does not include all minor duties. It is inevitable that over time the nature of an individual post will change and existing duties may be lost and others gained without changing the general character of the duties or the level of responsibility. As a result the Council expects that this job description and person specification will be subject to revision.

Employee signature:		Date:	
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