

<b>Designation:</b>	<b>Assistant Technical Officer</b>
<b>Grade:</b>	<b>Stroud 4</b>
<b>Hours:</b>	<b>37 Hours Per week</b>
<b>Location:</b>	Ebley Mill, Stroud
<b>Job Purpose:</b>	Providing support in the preparation, procurement and contract Management of repair and improvement work to Housing Revenue Account property
<b>Responsible to:</b>	<b>Contract Delivery Lead Officer</b>
<b>Responsible for:</b>	<b>No supervisory responsibility</b>

## KEY DUTIES

- To be a member of a team delivering high quality and cost effective repair, maintenance and improvement work
- To be conversant with the Council's financial regulations, contract standing orders and service specific procedures in relation to procurement and management of contracts and to ensure they are complied with at all times
- To assist officers in the administration of their budgets for empty properties, planned works, repair and maintenance of stock, across the district ensuring that controls/procedures are adhered to
- To carryout stock conditions providing information to the Asset Data team in prescribed formats to ensure relevant information updates the Council's forward programme of investments
- To identify priorities using stock condition information. and advise management on conditions of properties and options for solving problems on schemes /estates informing future programmes of works
- To contribute to the effective management of the complete contract process including; surveying, property/works, consultation, preparing specifications, issuing work orders, preparing tenders, supervising contractors and working in partnership; ensuring that all health and safety procedures in connection with the projects being managed are adhered to at all times and projects undertaken are delivered on time, within budget and with a high level of customer satisfaction
- To fully consult and engage with stakeholders throughout all stages of the contract process, including presenting projects to groups and forums
- To be conversant of all health and safety procedures, including risk assessments,

in connection with the works the Planned Maintenance Team delivers

- To contribute effectively to the performance of the whole service, actively promoting customer participation and ensuring quality and value for money is achieved in all areas
- To contribute effectively to the team achieving and maintaining the Decent Homes Standard for the Council's stock
- To provide cover based on the needs of the business as necessary to ensure that all services are adequately provided
- Work subject to deadlines involving changing problems, circumstances or demand

## SKILLS AND KNOWLEDGE

- HNC Building Construction or extensive experience and a proven track record in building related work.
- To have a good understanding of legislation and current practice relating to the repair, maintenance and standards required in Social Housing.
- Excellent communication skills both verbal and written
- A good understanding of contract administration processes, procurement and systems
- IT Literate
- Ability to undertake work of a variety of advanced tasks confined to one function or area of activity, which requires detailed knowledge and skills in the discipline.

## COMPLEXITY AND CREATIVITY

- Work requires the exercise of creativity within the general framework of recognised procedures

## JUDGEMENT AND DECISIONS

- Work carried out within clearly defined rules and procedures involving decisions chosen from a range of established alternatives.

## CONTACTS

- Suppliers and contractors
- Members of the public, tenants and leaseholders

## RESOURCES

- Responsible for the proper use of small equipment and low cost materials

## TRAVEL DESIGNATION

- HMRC rates will apply for any mileage conducted on Council business.

## GENERAL

- To ensure that at all times service delivery informs, reflects and supports the Council's prevailing aims and objectives.
- To work with colleagues across the organisation as required in support of organisational goals.
- To promote the Council's overall commitment to equality of opportunity/Diversity at all times and work within the requirements of the Council's Equality Scheme.
- To undertake all training and development initiatives as required.
- To work within Health and Safety guidelines in accordance with the Health and Safety at work Act.
- To work within the requirements of the Council's Environmental Policy and Management System.
- To undertake any appropriate duties required to meet the Council's obligations under the Civil Contingencies Act.

*This job description is a reflection of the present position and is subject to review and alteration in detail and emphasis in the light of future changes or developments.*