

Designation:	Technical and Projects Officer
Grade:	Stroud 5
Hours:	37 hours per week
Location:	Ebley Mill, Stroud
Job Purpose:	Providing support in the preparation, procurement and contract Management of repair and improvement work to Housing Revenue Account property
Responsible to:	Contract Delivery Lead Officer
Responsible for:	No supervisory responsibility

KEY DUTIES

- To be fully 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 these are fully complied with.
- To assist the Programme Delivery Manager in the management of budgets ensuring that controls/procedures are adhered to and the validity of all payments made.
- To identify priorities using stock condition information and programme works accordingly
- To ensure proper risk assessments are carried out, managed and maintained in all areas of work
- To manage the complete contract process including; surveying property/works, consultation, preparing specifications, issuing works orders, preparing tenders, supervising contractors and working in partnership; ensuring that all health and safety procedures in connection with 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 contribute effectively to the performance of the whole service actively promoting customer participation and ensuring quality and value for money is achieved in all aspects of the Service.
- To contribute as required to the provision of information so as to maintain and update the Council's stock condition data on appropriate IT systems.

- 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

- Qualified to HNC standard (or equivalent) in building related studies OR has extensive experience and a proven track record in building related work with an understanding of contract administration processes and systems
- Detailed knowledge of legislation and current practice relating to the repair, maintenance and development of buildings and land.
- 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 is carried out within programmes and objectives where there is a wide range of choices and where advice is not normally available and/or where policy, procedures and working standards provide only general guidelines.

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.