

Designation:	Technical & Projects Officer
Grade:	Stroud 5
Responsible to:	Contract Delivery Lead Officer
Service Area:	Housing Contracts
Post Number:	TEN

ESSENTIAL CRITERIA

QUALIFICATIONS

- Sound literacy and numeracy skills (e.g. GCSE English & Maths A-C equivalent)
- BTEC Higher National Certificate in Construction (HNC) or

EXPERIENCE

- Demonstrable experience of delivering a repairs and maintenance service with a track record of achievement
- Experience in asset management and maintenance
- Good understanding of IT and housing/repair database systems
- Experience of staff supervision
- Out of hours and lone working experience
- Current Health & Safety Training (including, but not limited to, Asbestos Awareness, Working at Height, Manual Handling & Risk Assessments)

SKILLS & KNOWLEDGE

- Deal effectively with contentious issues
- Understanding of the political environment and ability to work effectively with Members
- Good knowledge and understanding of contract management including contract law and procurement
- Able to deal effectively with valuations and contractor claims
- Proficient in the use of IT, specifically MS Office packages including Word and Excel and Project
- Able to use a variety of Housing and Repairs Software Packages E.g. Keystone, Northgate, or Captia
- Ability to carry out personal and site risk assessments
- Ability to communicate information clearly and effectively
- Good knowledge of building pathology
- Sound knowledge of site and workplace H&S
- Organised with an attention to detail
- Good numerical and analytical skills
- Excellent problem solving capability relating to building repairs

PERSONAL ATTRIBUTES

- Respectful positive and professional
- Confident, independent and proactive
- Possess a can do attitude
- Able to deal with difficult situations and challenging people
- Possess and ability to creatively problem solve issues
- Good communication skills, both written, verbal and interpersonal skills
- Ability to work without direct supervision

OTHER

- Committed to working for an employer that values diversity and equality of opportunity

- Willing to undertake additional training or vocational qualifications as required

DESIRABLE CRITERIA

QUALIFICATIONS

- PASMA Mobile Tower
- Site Management Safety Training Scheme (SMSTS)
- Prince 2 Practitioner, APMP, or PMP
- Construction related Degree
- RoSPA accredited Playground Inspection Course

EXPERIENCE

- Worked in a social housing environment
- Supervisory skills
- Carryout assessment and installation of adaptations

SKILLS & KNOWLEDGE

- CDM 2015
- HHSRS

CORE COMPETENCIES

1. Effective Communication

You will be able to communicate clearly and effectively with a diverse range of people.

You can vary your communication dependant to your customer, using effective listening with the ability to persuade and influence where appropriate.

2. Customer Service

You are able to deliver the highest quality of service to our customers, both internal and external.

You will strive to deliver a consistently high quality service, with commitment of understanding and meeting their needs, in line with policies.

3. Working Together

You will be able to work co-operatively with colleagues and partners to achieve results and develop good working relationships.

You will be able to focus on the development of yourself and colleagues in order to enhance performance, motivation and ability to change.

4. Innovating

You will be able to seek better, more effective ways of delivering services.

5. Accepting Change

You will be able to adapt to new work challenges and situations, adopting a positive attitude to change.

6. Supporting the delivery of SDC priorities

You will be able to demonstrate an understanding of and commitment to the Council and its Services.

You will be able to demonstrate how your work supports and meets the needs of the service.

7. Equality and Diversity

You will conduct yourself in a manner which demonstrates 'equality' in the workplace: respecting peers and valuing people as individuals. You will ensure the workplace is free from discrimination, respecting choice and everyone's right to have their own beliefs. You will show you appreciate 'diversity' through the added value of individual differences and varied experiences.