

BROXTOWE BOROUGH COUNCIL

JOB DESCRIPTION

Directorate:	DCEX – Deputy Chief Executive
Division:	Asset Management & Development
Post No & Job Title:	T77 T123 - Modernisations Officer
Grade:	Grade 7 (SR-5%)
Responsible to:	T79 - Modernisations Manager
Responsible for:	No responsibility for employees.
Main purpose of the job	To ensure that the Capital building works of Council owned property are efficiently managed.

Main Duties and Responsibilities:

1. Prepare and manage contract documentation in relation to programmed and capital projects, including surveys, technical specifications, drawings and schedules of work.
2. Prepare tender documents to comply with the Council's standing order and financial regulations.
3. Record and monitor performance statistics appertaining to the work and to ensure so far as is reasonably practicable that pre-determined targets are achieved.
4. To supervise modernisation work in residents homes, and construction projects on-site in collaboration with the Modernisations Manager and ensure compliance with specification and drawings.
5. Ensure that all statutory health and safety requirements of the Council are complied with on site and monitored.
6. Effectively assist with monitoring of budget expenditure.
7. Liaise with other sections of this and other directorates and other external organisations or individuals in connection with any relevant aspect of the programmed building and capital works function including tenant groups.
8. Ensure the accurate compilation of records appertaining to RTB application and annual service charges where these affect the capital programme of work.
9. Provide information and assist with the preparation of Committee reports.
10. Assist with organising the collection and compilation of Council stock condition information.
11. Assist with the development and implementation of the Council's core values.

12. Assist with the ongoing continuous improvement and innovation process appertaining to the capital works which are undertaken.
13. Undertake any other relevant duties as may be required by the Director.
14. Carry out any other duties that are within the scope and grading of the post which could also be requested by the line manager or Head of Service.

DESIGNATED CAR USER

A designated car user status has been attached to this post.

SPECIAL CONDITIONS

Where applicable: Duties may include attendance at evening meetings and/or work outside normal office hours.

RESTRICTIONS

This is not a politically restricted post.

This post is subject to exemption with reference to the Rehabilitation of Offenders Act 1974.

NOTE

The above job description sets out the main responsibilities of T77 T123 - Modernisations Officer but should not be regarded as an exhaustive list of the duties that may be required. As duties and responsibilities change and develop the job description will be reviewed and be subject to amendment in consultation with the post holder during the Personal Development Review process.

All employees are expected to maintain a high standard of service delivery and to uphold the Council's policies in accordance with equality and diversity standards, and health and safety standards, and to participate in training activities necessary to their job.