

JOB DESCRIPTION

Directorate:	DCEX – Deputy Chief Executive
Division:	Head of Asset Management & Development
Post No & Job Title:	T117 Senior Asset Project Officer
Grade:	Grade 12
Responsible to:	T72 - Capital Works Manager
Responsible for:	T78 Asset Project Officer, H14 Aids and Adaptations Officer, P101 Energy Improvements and Grants Coordinator
Main purpose of the job:	To manage the Council's Projects team and deliver an efficient and effective project management service for a wide range of construction projects to public buildings and Council Houses, including a focus on energy efficiency retrofit, sustainable construction and disabled adaptations. Assist with the management of the wider Capital Works team.

Main Duties and Responsibilities:

1. Provide project management for major projects to the Council's public buildings and housing stock.
2. To lead a team of Project Officers, providing supervision and direction in the delivery of the Councils Capital and Major projects programme.
3. Manage the Council's housing aids and adaptations service including the budget and review and develop the Council's Aids and Adaptations policy to ensure it is fit for purpose.
4. Support the development of and provide project management services for the delivery of energy efficiency retrofit solutions to the housing and public buildings stock in line with the Council's decarbonisation ambitions. Collaborate with the Council's Climate Change team to deliver on decarbonisation targets. Oversee the development of bids and grant applications to access funding opportunities for decarbonisation, with support from internal and external stakeholders.
5. Assist with the financial monitoring, planning co-ordination and progress of the capital works team.
6. Ensure a proactive approach to modern procurement of Capital Works, including consideration of: form/type of procurement, liabilities, payment mechanisms/incentivisation, selection of contractors/partners, preparation of contract documentation, supervision, workmanship, certification, Council requirements etc.

7. Comply with all professional, legal and financial requirements relevant to the post holder's duties, including compliance with statutory Health and Safety legislation in relation to employees, consultants, contractors and building users.
8. Monitor and record budget expenditure for major projects. Assist the Capital Works Manager and other directorates with the preparation and control of capital and revenue budgets and expenditure. To provide due diligence and scrutiny in relation to job ticket/invoices for accuracy to ensure all work is complete prior to authorising payment
9. To create a suite of KPI's and performance measures for direct reports and contractors to ensure that the programmes are delivered on time and on budget.
10. To monitor financial spend within pre-agreed budgets and produce monthly progress and spend reports.
11. To undertake tenant consultation exercises and satisfaction surveys and Investigate and deal with day-to-day internal and external customer queries and complaints.
12. Oversee the management of CDM Regulations 2015 through the appointment of a Principle Designer for schemes that require design.
13. Provide information for the calculation of leaseholder service charges.
14. Manage the Projects team and assist with the management and supervision of the Capital Works team as required by the Capital Works Manager to ensure business continuity.
15. Represent the work of the Capital Works team and wider organisation both internally and externally through internal management meetings, stakeholder forums, benchmarking groups and the like. Represent the Council at stakeholder and project board meetings for major projects involving external parties.
16. Proactively participate in partnership working with tenants, building users, contractors, consultants, external agencies and the voluntary sector to ensure the best possible outcome for the Council's service provision.
17. Investigate complaints/enquiries and legal/compensation and insurance claims and deal with general correspondence.
18. Implement Council policy in respect of employment, training, discipline, attendance management and health and safety within the section.
19. Identify and assist with training and development of employees within the Projects Section.
20. 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 car user status has been attached to this post.

SPECIAL CONDITIONS

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 T117 - Projects Manager 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.