

JOB DESCRIPTION

JOB TITLE: Group Property Services Quality Officer

GRADE: 6

REPORTING TO: Team Leader(s)

RESPONSIBLE FOR: No Direct Reports

ROLE SUMMARY

The GPS Quality Officers will be responsible for carrying out surveys, pre and post inspections on investment programme schemes, void properties and ad hoc repairs ensuring compliance with drawings, specifications, and with all statutory regulations. The post holder will be responsible for measuring, scheduling and sourcing required materials where appropriate to ensure the effective delivery of all work in these areas ensuring that GPS are delivering a value for money service.

MAIN DUTIES & RESPONSIBILITIES

Specific objectives and deliverables will be agreed as part of your annual performance and development review (PDR) process, the points below are a summary of your main duties and responsibilities.

1. To work closely and maintain a strong working relationship with all internal and external stakeholders to provide customers with a seamless high quality and customer focused service in delivery of investment programmes, repairs & cyclical maintenance and void properties.
2. Carry out survey and scoping work, considering the Housing Health and Safety Rating System (HHSRS) and prepare work schedules for investment programmes.
3. Carry out pre inspections on void properties bring the property up to the Groups lettable standard, including preparing work and material schedules for identified works.
4. Undertake internal monitoring of GPS works to check that works are carried out to the appropriate standard and meet legal and regulatory requirements (including Health and Safety) etc.
5. Complete scaffold inspections and create scaffold pack and permit to work for working at height, and carry out site safety inspections.

6. Ability to work across teams to assist all Team Leaders and Quality Officers when required, including delivering toolbox talks to ensure that the correct works are carried out to the correct standard.
7. Review specifications, bills of quantities, drawings or any other documents and identify any consistencies arising.
8. Assist Team Leaders when required in the pricing and signing off timesheets and on occasion assist in managing operatives performance, workloads, and delegation of works
9. Measure schedule and source materials, working with our stores provision ensuring that the correct logistics are in place to ensure efficient delivery of the works .
10. Carry out practical completion and any retention period inspections, issue work instructions and collate all certificates including LGSR & NICEIC and other handover pack information is available.
11. Establishing the extent of rechargeable repairs e.g. in void properties and preparing estimates for the Assets team for processing.
12. Support Team Leaders in preparing and ensuring that records, progress and information charts are maintained and that necessary instructions, directions and variations are issued when appropriate.
13. Deputise for the Team Leaders when required to attend meetings, working parties, represent GPS at Technical seminars and inter-professional group discussions to contribute and advise on construction related matters.
14. Manage health and safety issues in your area of responsibility in line with the relevant section(s) of the relevant Health and Safety Policy.
15. Comply with Group confidentiality and information security policies at all times.

Your duties may vary from time to time within the broad remit of your role and grade. You are required to undertake any such reasonable and appropriate duties.

PERSON SPECIFICATION

	Essential	Desirable	Method of Assessment
Qualifications	<ul style="list-style-type: none"> Relevant extensive experience in a similar construction role or NVQ level 3 in an appropriate building discipline 	<ul style="list-style-type: none"> Working towards or educated to HNC level in a construction related qualification Appropriate scaffold inspection qualification Evidence of further Continued Professional Development 	<ul style="list-style-type: none"> Application Form Selection Process Pre-employment checks
Experience	<ul style="list-style-type: none"> Relevant experience in a site inspection/ surveying or supervisory role Experience of all aspects of Health and Safety Producing delivery programmes for investment works 	<ul style="list-style-type: none"> Awareness of budgetary control. Experience of facilitating meetings Experience in working in the social housing sector 	<ul style="list-style-type: none"> Application Form Selection Process
Skills/knowledge	<ul style="list-style-type: none"> Knowledge of the Building Regulations and other construction standards. Knowledge of the Housing Health and Safety Rating System (HHSRS). Self-motivated and able to work with minimal supervision Health and Safety including asbestos awareness Ability to analyse and process technical data. Manage workloads to ensure performance targets achieved. Good communication and interpersonal skills. Well organised; flexible, committed, enthusiastic and innovative. 		<ul style="list-style-type: none"> Application Form Selection Process

<ul style="list-style-type: none"> • A good understanding and use of IT packages including bespoke packages • Access to a car or means of mobility support (if driving then must have a current valid driving licence and appropriate insurance). 		
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