

Northumberland County Council

JOB DESCRIPTION

Post Title: Construction Project Officer		Director/Service/Sector: Capital Programming, Property Services		Office Use
Band: 6		Workplace: County Hall, Morpeth		JE ref: 3234
Responsible to: Project Manager		Date: August 2016	Manager Level:	HRMS ref:
Job Purpose: To provide a full architectural service for the council on all house improvement capital work under the control of a Project Manager. Work includes major repairs and internal improvements and redesign. To provide technical advice and guidance to site operatives, tenants and other staff, to ensure the services provided are of the highest standards of customer care and provided in a cost effective manner. To ensure the quality of capital works, by undertaking contract and post inspections and checking work undertaken, in relations to contractors financial claims				
Resources	Staff	There are no direct supervisory responsibilities; however there is some degree ensuring contractors and consultants involved in capital projects deliver to time and quality criteria.		
	Finance	Contributing to the efficient and effective running of the capital works programme, managing individual projects up to £1m in value		
	Physical	Maintain and operate key programme and project systems. Expected to frequently work away from the normal office location and will regularly deal with tenants in their homes.		
	Clients	Ensure compliance with relevant legislation, council policies and procedures.		
Duties and key result areas:				
<div>1. Carry out site surveys and preparation of existing building documentation.</div> <div>2. Liaison with tenants regarding tenant's choice of various options, the timing of works and problems on site.</div> <div>3. Preparation of initial scheme design to basic brief prepared by Project Manager. Liaison with statutory authorities on proposals acceptability and revision as necessary.</div> <div>4. Production of detailed design and working drawings and specifications, submission of building regulation applications and other consents required.</div> <div>5. Agreement with Senior surveyor /estimator on details of drawings and provision of all necessary information to allow production of quantified specifications.</div> <div>6. Administration of contract on site, including running of site meetings, dealing with contractor's enquiries, resolving site problems, especially as between tenants and contractor and issue of any variation orders.</div> <div>7. Agree major variations, extensions of time and contract overruns in discussion with and under supervision of the Project Manager.</div> <div>8. Responsible for carrying out technical inspections, over-seeing quality on site, ensuring that defects are rectified within agreed timescales.</div> <div>9. Provide technical advice and guidance to site operatives, tenants and other staff, to ensure the services provided are of the highest standards of customer care and provided in a cost effective manner</div> <div>10. To ensure the quality of capital works, by undertaking contract and post inspections and checking work undertaken, in relations to contractors financial claims.</div> <div>11. Resolve site problems, use technical expertise and knowledge to ensure that the most appropriate and cost effective solution is undertaken.</div> <div>12. Deal with suppliers, sub contractors and statutory undertakings on site during course of works and in maintenance period. Resolve any latent defect issues and post completion problems with contractor, client and tenants prior to certification of completion of project.</div> <div>13. Attend working parties and public meetings to give information and advice on projects.</div> <div>14. Monitor performance and progress of suppliers, contractor, sub contractors and statutory authorities on contracts and assess the effect of delays and problems, and discuss with all to attempt to minimise delays and losses.</div> <div>15. Meet individual tenants on site or at their homes to discuss and resolve any problems on contract, including insurance claims, effects of work and timing of works.</div> <div>16. Act as an ambassador for the Council at all times, promoting its role and achievements, internally and externally.</div> <div>17. Contribute to the development of related policies, procedures and initiatives.</div>				

18. Ensure compliance with organisational requirements for Data Protection, risk management, Safeguarding, Health & Safety and other legal and statutory requirements along with best practice and general duty of care.
19. In all aspects of the organisations work, promote effective communications, excellence in customer service, personal accountability and a focus on continuous improvement.
20. Be responsible for the security of Company assets relevant to the post.

21. Carry out any other duties that are commensurate with the general level of responsibility of the post.

The duties and responsibilities highlighted in this Job Description are indicative and may vary over time. Post holders are expected to undertake other duties and responsibilities relevant to the nature, level and extent of the post and the grade has been established on this basis.

Work Arrangements

Transport requirements:	Travel to work sites, area offices, meetings or other venues throughout the County and region and further afield on occasion.
Working patterns:	Normal office hours but flexi hours may apply if colleagues provide cover. Possible attendance at evening meetings.
Working conditions:	Office based with daily site visits including visits to building sites and working at height on scaffolding.

Northumberland County Council
PERSON SPECIFICATION

Post Title: Construction Project Officer		Director/Service/Sector:		Ref: 3234	
Essential		Desirable			Assess by
Qualifications and Knowledge					
Educated to degree level or equivalent level of knowledge gained through extensive experience in similar role		Possession of relevant architectural, building or surveying qualification (e.g. MCIAT, RICS) OR be working towards such a qualification with an agreed, timed action plan.			A/I
Knowledge of building maintenance & housing management issues		Possession of working knowledge of AutoCAD software.			
Knowledge of Contract management					
Knowledge of basic budgeting & financial procedures					
Successful achievement and personal commitment to delivering excellent services to customers					
Working knowledge of building and planning regulations					
Experience					
Experience of Contract administration including: <ul style="list-style-type: none">- Selection of appropriate form of contract.- Good understanding of contract preliminaries- Review of returned tenders and recommendations- Procedure for drawing up and agreeing building contracts- Financial control, valuations, variations, final account		Experience of using NBS Building software.			
Good financial awareness		Experience of working in a social housing setup.			
Experience of building surveying including: <ul style="list-style-type: none">- Identifying defects- Selection of reliable solutions- Assessing new products- Monitoring contractors performance					

Skills and competencies		
<p>Good communication skills both verbal (face to face and telephone manner) and written</p> <p>IT skills including the use of a range of Google software packages and Housing management information systems</p> <p>A breadth of work experience in selecting and applying a full range of methods, tools and techniques in a wide range of work situations</p> <p>Experience in managing projects and performance to successfully achieve outputs and objectives</p> <p>An ability to work independently and to take the initiative relative to the projects they are managing</p> <p>Good numeric skills</p> <p>Ability to create and administer JCT Building Contracts</p> <p>Ability to prepare written condition reports relating to defects within houses</p> <p>An ability to communicate with tenants, providing clear guidance on what work is going to be carried out to their homes, having an understanding attitude and an ability to emphasise with some of the issues they have.</p>		A/I
Physical, mental, emotional and environmental demands		
<p>Generally works from a seated position when in the office; however there is a requirement to visit building sites on a daily basis, climb ladders and scaffolding and operate in poorly lit buildings.</p> <p>Need to maintain general awareness, with lengthy periods of enhanced concentration.</p> <p>Regular contact with public/clients in dispute/negotiation with the County Council</p>		A/I
Motivation		
Committed to providing excellent customer service.		A/I

Open and enquiring mind, interest in new techniques.		
Able to manage changing priorities.		
Other		
Ability to remain calm professional; and efficient whilst working under pressure.		A/I
Able to work independently and as part of a team.		

Key to assessment methods; (a) application form, (i) interview, (r) references, (t) ability tests, (q) personality questionnaire, (g) assessed group work, (p) presentation, (o) others e.g. case studies/visits