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| **Job Description** |
| **Post title** | Contracts Assistant |
| **JE Reference No** | A4452 |
| **Grade** | 5 |
| **Service** | Resources |
| **Service Area** | Business Support |
| **Reporting to** | The post holder will be accountable to the Senior Support Services Officer  |
| **Location** | Your normal place of work will be at Meadowfield. However, you may be required to work at any council workplace within County Durham. |
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| **DBS** | This post is not subject to a disclosure. |
| **Flexitime** | This post is eligible for flexitime. |
| **Politically restricted** | This post is not designated as a politically restricted post in accordance with the requirements of Section 1(5) of the Local Government and Housing Act 1989 and by regulations made from time to time by the Secretary of State. |
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| **Description of role** |

The post holder will also work with other Support Services staff in Business Support to ensure service delivery. The post holder will also work when required in conjunction with other Managers in Projects and Business Services who along with the Business Support Manager form part of the Projects and Business Services Management Team within Regeneration, Economy and Growth and Neighbourhoods and Climate Change.

Liaison with other Corporate Service functions will also be required in order to ensure “single”

Council working is delivered.

To provide support to operational Managers, Supervisors and Foreman and in particular to assist

in the preparation and maintenance of contract documentation.

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| **Duties and responsibilities** |

Listed below are the responsibilities this role will be primarily responsible for:

1. Responsible for organising and holding weekly meetings with the Foremen to obtain and extract data as well as analyse the data for the purposes of record control and the preparation of KPI data.
2. Responsible for ensuring that additions and omissions are to the contracts are identified and forwarded to the Lead Consultant and appropriate action taken.
3. Responsible for compiling all contract documentation from a variety of sources.
4. Responsible for creating and maintaining site and office project files and other documentation.
5. Ensuring that the project files are maintained and information forwarded to foremen.
6. Maintain computerised drawings register and update site/office project files with hard copies of drawings.
7. Responsible for distributing drawings to relevant parties.
8. Update and distribute Contractors reports.
9. Obtain and update various contract documentation, for example Site Diaries, Site Induction sheets, Tool Box Talk sheets, Variation sheets, Architect Instructions.
10. Assist the Supervisor on a monthly basis to compile the interim valuations/final accounts for each project including requesting of extensions of time.
11. Communicate messages between Sections to ensure effective operational functioning.
12. Request information, confirmation of details, instructions from Architects, Lead Consultant. Note liaise with Programme Planner for provision of Practical Completion dates and Practical Completion certificates.
13. Collate KPI information as required.
14. Attend meetings and take minutes as required.
15. To assist the Supervisor to prepare the Construction Phase Plan including method statements by providing admin support to ensure the plan is prepared.
16. Distribute the Construction Phase Plan to the various parties (eg, Planning Supervisor, Lead Consultant, Sub Contractors etc) and to ensure that the Foreman is briefed with regards to its contents by the Supervisor.
17. General office duties including sending and receiving e-mails, letters, faxes and telephone calls.
18. Provide information for Health and Safety file to the CDM Co-ordinator ensuring proof of handover is obtained.
19. Identification of project files for archiving.
20. Assist in the checking of timesheets to ensure correct project numbers have been recorded.

The above is not exhaustive and the post holder will be expected to undertake any duties which may reasonably fall within the level of responsibility and the competence of the post as directed by the Quantity Surveyor/Estimator.

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| **Organisational responsibilities** |

* **Values and behaviours**

To demonstrate and be a role model for the council’s values and behaviours to promote and encourage positive behaviours, enhancing the quality and integrity of the services we provide.

* **Smarter working, transformation and design principles**

To seek new and innovative ideas to work smarter, irrespective of job role, and to be creative, innovative and empowered. Understand the operational impact of transformational change and service design principles to support new ways of working and to meet customer needs.

* **Communication**

To communicate effectively with our customers, managers, peers and partners and to work collaboratively to provide the best possible public service. Communication between teams, services and partner organisations is imperative in providing the best possible service to our public.

* **Health, Safety and Wellbeing**

To take responsibility for health, safety and wellbeing in accordance with the council’s Health and Safety Policy and procedures.

* **Equality and diversity**

To promote a society that gives everyone an equal change to learn, work and live, free from discrimination and prejudice and ensure our commitment is put into practice. All employees are responsible for eliminating unfair and unlawful discrimination in everything that they do.

* **Confidentiality**

To work in a way that does not divulge personal and/or confidential information during the course of their work and follow the council’s policies and procedures in relation to data protection and security of information.

* **Climate Change**

To contribute to our corporate responsibility in relation to climate change by considering and limiting the carbon impact of activities during the course of your work, wherever possible.

* **Performance management**

To promote a culture whereby performance management is ingrained and the highest of standards and performance are achieved by all. Contribute to the council’s Performance and Development Review processes to ensure continuous learning and improvement and to increase organisational performance.

* **Quality assurance (for applicable posts)**

To set, monitor and evaluate standards at individual, team and service level so that the highest standards of service are delivered and maintained. Use data, where appropriate, to enhance the quality of service provision and support decision making processes.

* **Management and leadership (for applicable posts)**

To provide vision and leadership to inspire and empower all employees so they can reach their full potential and contribute to the council’s values and behaviours. Managers and leaders must engage in personal development to ensure they are equipped to lead transformational change; always searching for better ways to do things differently to meet organisational changes and service priorities.

* **Financial management (for applicable posts)**

To manage a designated budget, ensuring that the service achieves value for money in all circumstances through the monitoring of expenditure and the early identification of any financial irregularity.

*The above is not exhaustive and the post holder will be expected to undertake any duties which may reasonably fall within the level of responsibility and the competence of the post as directed by your manager.*

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| Person specification Contracts Assistant |
|  | Essential | Desirable |
| Qualifications | * NVQ Level 3 or equivalent in a relevant subject
 | * BTEC National in Construction
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| Experience | * Working in a busy office environment required to meet tight deadlines
* Sound administrative experience
* Experience of working on own initiative with a minimum of supervision
 | * Experience in a commercial office (preferably building related contracting) environment
* Use of Autocad
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| Skills & Knowledge | * Excellent ICT Skills
* Exceptional Communication and Interpersonal Skills
* Able to exchange varied information orally and in writing to a wide range of audiences
* Good Organisational Skills
* Financial Awareness
* Ability to work under pressure
 | * A knowledge of computer based tendering packages
* Knowledge of Quality systems
* Knowledge of building construction
* A knowledge of KPI’s
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| Personal Qualities | * Self motivated
* A positive attitude committed to excellent customer service
 | * Travel is a desirable requirement of the post
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