



Job Description and Person Specification

Job Title	Building Technical Officer
Job Grade	NCC grade G
Reports to	Capital Programme Delivery Project Manager
Direct Reports	<p>None.</p> <p>There may be a requirement, in the future, for this post holder to manage or supervise staff according to the needs of the business.</p>
Other Resources	N/A
Role Purpose	To oversee and monitor the Constructor partner's on-site performance, ensuring that contracts are completed on time, on budget, scope and to specified standards.
Key Accountabilities	<p>Specific duties and responsibilities:</p> <ul style="list-style-type: none"> • To work within a framework of corporate and departmental policies and procedures, including those dealing with performance, quality, equality and customer care. • To carry out site inspections during works in progress, and completion of works, ensuring that specified standards and quality are maintained. • To monitor on site performance and take positive action where necessary, to ensure the work is completed on time and within budget. • To work in partnership with Nottingham City Council Housing Services' (NCCHS') appointed Constructor Partners, negotiating 'ad hoc' arrangements and ensuring that their work is carried out within corporate and directorate policies and procedures. • To monitor and oversee all works undertaken by appointed partners and their subcontractors ensuring that their work meets the requirements and standards expected by NCCHS and any relevant legislation • Ensure that the collaborative Project Management and Performance Data Base systems is updated and accurate information is imputed on a daily basis to ensure that real time information can be obtained. • To contribute to effective working relationships with other Directorate managers and customers in general. • To undertake all relevant and associated client based project planning and contract monitoring activities, including preparing and verifying documentation, reviewing the content of contract specifications and liaising with other employees and customers to ensure the Scheme's effectiveness. • To ensure that legal, statutory and other relevant provisions governing the service area are strictly observed.



	<ul style="list-style-type: none"> • To produce/update procedures and policies which ensure the effective delivery of the service. • To manage the delivery of Capital Programmes against set procedures and targets. • To attend and participate in project progress and other client based meetings as required. • To process requests for extensions of time and exclusions of properties, and ensure that the relevant computerised data bases and information are updated. • To process all Constructors' requests for contract information in a timely and efficient manner. • To investigate and resolve customer complaints within specified targets and corporate and departmental policies and procedures. • To liaise with Housing Patch Managers and resolve property access difficulties and tenants welfare issues as required. • To provide prompt notification to Housing Management staff, in regards to any concerns over tenant welfare which emerge as a result of property inspections. • To ensure that appointed constructors and their subcontractors maintain the health and safety and welfare of tenants and the general public whilst works are in progress, in full compliance with relevant health and safety legislation and current building regulations. • Carry out handover inspections on completed dwellings & ensure that all work is completed to the required standard and certificates and warranties are completed correctly. • To attend Project meetings out of normal working hours as required. • To visit and liaise with tenants on a weekly basis whilst works within their dwelling are in progress.
--	--

Created:: Date.....

Signed and agreed by the post holder..... Date.....


PERSON SPECIFICATION - Building Technical Officer

Requirements	Essential - E Desirable - D
Experience and knowledge	
<ul style="list-style-type: none"> • Experience of undertaking property surveys, identifying defects, reporting writing and recommending appropriate remedial action 	E
<ul style="list-style-type: none"> • Experience and ability of dealing with residents and with stakeholder groups. 	E
<ul style="list-style-type: none"> • Experience of working in a multi-disciplinary teams and managing multiple deadlines and priorities 	E
<ul style="list-style-type: none"> • Experience of co-ordinating resources and staff to ensure a high standard of service 	D
<ul style="list-style-type: none"> • Supervisory experience in a relevant field 	D
<ul style="list-style-type: none"> • Experience of assisting management and supporting working practices to achieve and maintain top quality performance in service delivery 	D
<ul style="list-style-type: none"> • Thorough knowledge of methods of building construction and building maintenance principals 	E
<ul style="list-style-type: none"> • Knowledge of standards of work required for Decent Homes 	E
<ul style="list-style-type: none"> • A working knowledge of relevant Health and Safety legislation and other related building construction legislation 	D
<ul style="list-style-type: none"> • Thorough knowledge of defects in buildings 	D
<ul style="list-style-type: none"> • Knowledge and understanding of Financial Regulations 	D
Skills & Abilities	
<ul style="list-style-type: none"> • Good interpersonal and written skills, and a proven ability to communicate effectively with customers, colleagues and partners 	E
<ul style="list-style-type: none"> • Proficiency in the use of computers for: <ul style="list-style-type: none"> - Microsoft Office (word, excel, PowerPoint, Outlook etc.) - Simple accounting - Data base management 	E
<ul style="list-style-type: none"> • Monitor and oversee contractors and subcontractors throughout all stages of site preparation, execution and monitoring, completion and handover 	E
<ul style="list-style-type: none"> • Ability to undertake onsite inspections and surveying measurements to ensure that all works are carried out to the required standard and scope 	E
<ul style="list-style-type: none"> • Able to make decisions, based on sound commercial judgement, leading to minor procedural changes 	D
<ul style="list-style-type: none"> • Able to work on own initiative and to strict deadlines 	D
<ul style="list-style-type: none"> • Ability and willingness to be an active team member 	D



Qualifications	
<ul style="list-style-type: none"> • Building construction qualification/Vocational Qualification minimum (NVQ) level 3 or substantial equivalent experience/track record of success 	E
<ul style="list-style-type: none"> • Trade qualification in a relevant trade applicable to the role 	D
<ul style="list-style-type: none"> • Associate/Membership of professional body/institute (e.g. RICS/CABE/CIOB) 	D
<ul style="list-style-type: none"> • Evidence of continued professional development 	D
<ul style="list-style-type: none"> • Driving Licence with access to a vehicle 	E
Behaviours	
<ul style="list-style-type: none"> • Positive, professional attitude to getting things done 	E
<ul style="list-style-type: none"> • Creative and innovative, encourages fresh thinking 	E
<ul style="list-style-type: none"> • Ambassadorial and approachable to stakeholders 	E

Author: Head of Capital Programme

Date: August 2019