Role Profile

Post Title:	**Assistant Contract Officer (Housing Contracts)**
Grade:	**9**
Date Created:	**3rd September 2019**

ROLE DEFINITION

To assist in the design, management and monitoring of housing planned capital and revenue improvement works.

KEY TASKS AND RESPONSIBILITIES

Corporate Responsibilities

- Undertake individual role in line with the Council's Strategic Priorities and in compliance with the Council's corporate policies and procedures.
- Undertake any other reasonably required duties as instructed by Management or someone acting on their behalf, in addition to the role specific tasks & responsibilities detailed below.

Role Specific Tasks & Responsibilities

- Assist in the design, project management and monitoring of Council construction and maintenance programmes or works and measured term contracts.
- Assist in the preparation of regular project update reports, including financial, performance, project highlights, and progress against set targets.
- Prepare specifications, descriptions of work and tender documentation for small projects including estate environmental improvement works.
- Prepare submissions and attain statutory approvals, ensuring compliance with legislation.
- Assist with the financial control of budgets and valuation of work carried out including the approval of appropriate claims.
- Assist with the review and development of schedule of rates.
- Assist with the asset management of the Council's housing stock including the collection of inventory data, age profiling and condition of properties.

- Ensure compliance with Council policies and procedures relating to property operations and aid and undertake duties relating to fire damage reinstatement works and processing insurance claims, property surveys and other related matters as may be defined from time to time.
- Ensure quality control for all works under your supervision and ensure contracts and contractors performance are fed back to senior officers.
- Ensure that contractors carrying out work in your care take full cognisance of procedures for Health and Safety in relation to safety of tenants, contractor's employees and public.
- Ensure compliance with the Construction Design and Management Regulations in so far as they may apply to works under your control, liaising with CDM consultant when appointed.
- Provide ad hoc advice on building matters.
- Carry out necessary liaisons with tenants, tenant groups and funding partners.
- Assist with providing responses to tenants, MP's, MSP's and Elected Members.

ESSENTIAL / DESIRABLE CRITERIA

	Essential	Desirable	Evidence
Education and Qualifications	• HNC in Building Construction or equivalent OR equivalent experience	• CSCS Construction Site Management SVQ Level 3 or equivalent	• Application Form • Interview
Experience	• Construction or maintenance of public buildings or housing • Term contract operations, work ordering, supervision and checking processes • Budgetary control • Computerised works ordering	• Local Authority experience within a construction or maintenance environment • Operational trades background	• Application Form • References • Interview

	• Systems and Microsoft Office systems • Working with and dealing with contractors and members of the public / tenants • Working with Measured Term Contracts		
Specialist Knowledge	• Statutory and legislative requirements pertaining to property management • Building construction and defects including remedial works	• Health & Safety issues • Building control and planning legislation • Asbestos Regulations • Electronic drafting including Autocad	• Application Form • Interview • Pre/Post-Interview Check (if appropriate)
Skills and Abilities	• Negotiating skills • Prepare clear work instructions and specifications • Written and verbal communication skills • Work on own initiative and as part of a team • Computer skills • Analytical skills	• Ability to work on multiple issues across the housing portfolio concurrently	• Application Form • References • Interview

	• Ability to plan, organise and prioritise workload • Ability to meet deadlines		
Other	•	•	• Application Form • Interview • Pre/Post-Interview Check (if appropriate)

Please be aware that the successful candidate must be able to travel throughout North Ayrshire (own car/public transport/pool cars etc) for work purposes, meetings, training courses etc.

OUR STAFF VALUES & BEHAVIOURS

Value	Behaviours
Focus we put our customers first we understand the bigger picture	• Provide excellent customer services • Meet and, where possible, exceed the expectations of internal and external customers • Understand the performance levels and standards required within our own role and strive to achieve and, where possible, exceed these • Know how the work we do fits into the overall performance of the Council
Passion we take pride in the jobs we do we are ambitious for our community	• Take ownership of our own actions and performance • Reflect on the work we do and consider how it could be improved • Have a positive impact on the lives of our customers and their communities • Push the boundaries to help our customers and communities realise their potential
Inspiration we all look for better ways to deliver our services we achieve the best results by working together	• Find new ways to deliver improvements, efficiencies and value for money • Embrace change with enthusiasm and creative ideas • Work together and creatively produce the best outcomes for our customers and communities • Plan all activities with the end goal in mind