East Lothian Council

JOB OUTLINE	
JOB TITLE: School Estate and PPP Project Officer	**JET CODE: 6361**
SERVICE: Strategic Asset & Capital Plan Management	
DIVISION: Infrastructure	
REPORTING TO: Team Manager – Schools Estate & PPP Project	
RESPONSIBLE FOR: None	

JOB PURPOSE:

To assist the Team Manager – Schools Estate & PPP Project in the management and monitoring of the Council's PPP Project throughout the full facilities management phase of the Project.

MAIN DUTIES:

Help Desk:

Meeting with FM contractor and clients to review operational services performance
Reviewing complaints and managing corrective action

FM Operations & Maintenance:

Ensuring that the FM contractor carries out self-monitoring and compliance inspection tests and that the FM contractor, Innovate and the Council carries out its legislative and contractual obligations

Assisting in the review of the FM contractor's operating documentation and protocols to check for compliance and to identify any improvements or efficiencies

Assisting in the benchmarking of the FM services

Customer Liaison and monitoring in respect of the quality and contractual compliance of the soft facilities management services

Assisting in the review of the monthly FM helpdesk reports

Evaluating proposals regarding new or adaptation works or services

Problem solving regarding availability of accommodation and services

Financial Matters:

Assisting in the review of costs and responsibilities in respect of Council and Innovate Variations

Assisting in the review of fabric and services condition reports, and benchmarking reports, and assisting in the processing of payments

Health & Safety:

Consulting and liaising with Departmental Health & Safety Implementation Officers, external agencies and the schools' Health & Safety Committees

Developing Fire and other Risk Assessments

Working with the FM contractor, external agencies and users to identify and rectify health and safety issues

Management of Lets and Third Party Income:

Ensuring the use of facilities complies with all health, safety and fire regulations, and relevant legislation

Working with Innovate and FES Facilities Management in marketing the community use of facilities

Adaptations, Variations and Future School Extensions:

Assisting in the delivery of future developments through the Project Agreement

Assisting with the inclusion of future school extensions and adaptations in the current facilities management contract

Reviewing Council and Innovate variations

Instructing agreed works and/or services

The Mercat Gait Centre (Pool):

Monitoring the management and delivery of all services within the Mercat Gait Centre (Pool) in Prestonpans

Consultation and Liaison:

Liaising and consulting with Innovate, the FM contractor and the end users to resolve facilities management issues in compliance with the Project Agreement and all relevant legislation

Monitoring he management of TUPE transfers and ensuring compliance with relevant

legislation, the PPP contract, and Council policies

Attending weekly/monthly site meetings with the users and FM contractor to review service performance

Any other appropriate duties, as requested by Management, commensurate with the grade for the post.

ESSENTIAL REQUIREMENTS FOR THIS ROLE

Qualifications/Experience:

- Educated to Degree level in a relevant property discipline and/or able to demonstrate equivalent knowledge, skills and competencies gained through relevant experience.

Disclosure Scotland:

This role requires **PVG clearance for regulated work with children and adults**. ELC will submit a PVG application on behalf of the preferred candidate and receipt of the subsequent PVG certificate will be **required prior to commencement**.

Scottish Social Services Council:

- None.

TEAM RESPONSIBILITIES:

The post will report to the Team Manager – Schools Estate & PPP Project.

ORGANISATIONAL STRUCTURE:

The Schools Estate & PPP team are part of the wider Strategic Asset & Capital Plan Management team, led by the Service Manager – Strategic Asset & Capital Plan Management. This business unit is part of the Infrastructure Division within the Council. The PPP Project Sponsor is one of the Executive Directors in the Council Management Team.

PERSON SPECIFICATION		
Attributes	**Essential**	**Desirable**
Education, Registration & Training	Educated to Degree level in a relevant property discipline and/or able to demonstrate equivalent knowledge, skills and competencies gained through relevant experience. This role requires **PVG clearance for regulated work with children and adults**. ELC will submit a PVG application on behalf of the preferred candidate and receipt of the subsequent PVG certificate will be **required prior to commencement**. As you are required to travel to manage a workload, you must hold a current driving licence and/or have access to a vehicle.	Membership of Professional Institute
Previous Experience (Paid & Voluntary Work)	Extensive, proven, relevant management and administrative experience. Practical experience in project, contract and/or facilities management.	Practical experience in PPP projects
Knowledge/ Skills /Competencies	Good knowledge of current national standards and relevant legislation Competent user of Microsoft Office such as Word, Excel, Outlook etc. Effective verbal and written communication skills Knowledge of PPP Procurement and private sector operations of FM projects	
Personal Qualities	Ability to work effectively as part of a team Ability to prioritise a varied and complex workload	

	Ability to work under pressure and meet tight time programmes and deadlines Ability to manage effective relationships with tact and diplomacy An ability to deal with complex and sensitive issues in an effective manner. The ability to accept responsibility and work without supervision. Good organisational, communication and interpersonal skills.	
Council Behaviours	We are Person Centred We Initiate and Embrace Change We Strive to be the Best we can be We make things Happen We work Together	