JOB DESCRIPTION

POST TITLE:	**Corporate Projects Officer**
POST NUMBER:	**HP25**
GRADE:	**Grade I**
RESPONSIBLE TO:	**Operations Manager for Property Services**
RESPONSIBLE FOR:	**The successful delivery of Corporate & Commercial projects and to implement efficient cost control to ensure that best value for money is achieved.**
LIAISON WITH:	**Elected Members, Parish Clerks, Property Services Unit and other Services of the Council, Leisure and Sports Centre Managers, Market Manager and other stakeholders.**

KEY CORPORATE ACCOUNTABILITIES:

1. Carry out surveys, prepare schedules of dilapidation's, design, estimates, specifications of work and contract documents for major repairs and improvement works across the estate to include building fabric.

2. To establish rigorous management procedures to monitor the production of design information produced by the members of the project team in order that any shortcomings are immediately highlighted and rectified and continue to implement the monitoring procedure until completion of the project. Where difficulties are encountered, which cannot be satisfactorily resolved, inform the Group Manager of those difficulties and make recommendations.

3. To establish rigorous cost control procedures and ensure that designs are strictly monitored against the agreed cost plan and that any difficulties are rectified and the approved cost limit is maintained.

4. Ensure that life cycle costings and environmental assessment techniques are applied to the development of Consultants designs and adopt solutions giving the best overall value for money and, where this may result in the cost limit for the project being exceeded, make recommendations to the Group Manager and obtain instructions.

5. To establish and chair regular meetings with the other members of the project team and others in order to monitor progress and to highlight any shortfall in design information and take any action necessary to correct any deficiencies. Circulate minutes of the meetings to the Authority and to the members of the project team. The minutes shall record the action taken to rectify any deficiencies and shall indicate who is to be responsible for taking that action.

6. Invite contractors to tender using the appropriate method and appoint successful contractors, certify interim payments, draft final accounts and monitor budgets in accordance with the Councils Financial Regulations.

7. To ensure that Principal Designer responsibilities are met and the Council remains compliant at all times according to the latest version of the Construction Design Management Regulations (CAD).

8. Evaluate options and solutions to building defects and maintenance issues and provide advice to the Facilities and Office Managers, including managers occupying corporate buildings and commercial premises.

9. To provide information and costs analysis on the feasibility and costs benefit of improvement projects using bills of quantity.

10. To work proactively with partner agencies and organisations to enable positive relationships.

11. To deliver assigned actions stated within the latest version of the Councils Capital Strategy Asset Management Plan.

12. To ensure that project work is carried out to the Councils standards, specification and schedule. Where specifications are prepared by architects or engineers employed by the client, it is essential that the Projects Officer post either meets the requirements for a Clerk of Works (COW) or ensures that this is in place with either an third party or one of the in house Asset Surveyors to ensure that the correct materials and workmanship are used and that the Council is given quality work and value for money.

13. To provide the carbon footprint of all corporate projects and where applicable report the carbon saving for replacing end of life assets with an energy efficient replacement.

14. To support the Group Manager for Corporate Property & Commercial Assets on work associated with the climate emergency and the corporate target for the Council to be carbon neutral by 2030.

KEY SERVICE ACCOUNTABILITIES

1. To make application and ensure compliance of all works with planning, building regulations, environmental, highway and all other necessary legislative requirements.

2. To monitor and supervise the construction of assets by others for adoption by the Council to include the agreement, collection of commuted sums and asset transfers.

3. To be responsible for the delivery of assigned Capital projects.

4. Assist in the preparation of business case stage for the Council projects.

5. To be the lead CAD operator for Corporate Property and Commercial Assets.

6. To be financial responsible for signing off the project payment certificates and to ensure that the Accountancy Business Partner(s) is kept up to date with expenditure forecasting.

7. Responsible for managing and ensuring best value for money on external project teams comprising of architects, designers, engineers and contractors.

8. Ensure that a cost plan is prepared for the project based on the approved cost limit and ensure that copies of the cost plan are given to all Consultants and that they confirm their agreement to the content applying to their own discipline and that the correct level and type of Professional Indemnity Insurance is in place before their services are engaged.

9. Ensure that statutory approvals for the project are obtained and that all utilities and other necessary services are in place both for the Construction phase and for permanent operation following completion of the project and, where action by the Council is necessary; take the lead to take that action.

10. Receive and certify all applications from the members of the project team for the payment of fees and pass to the Accounts team for payment within the agreed terms.
11. Make recommendations to the Group Manager on the preferred method of procuring the construction and completion of the works and obtain the instructions to proceed.
12. Ensure that all notices required under European Union (EU) regulations are given at the correct time and that all procedures comply with EU legislation.
13. For each site recommend any surveys, investigations or other risk assessments that will be necessary to inform the cost of the project and advise the Council on the timing of such surveys, investigations and assessments.
14. To work with the Corporate Health and Safety Officer and provide evidence during audits that best practice is being adhered to.
15. To ensure that Contractors and Suppliers working on Council projects adhere to the Permit to Work Policy.
16. To ensure that Construction Health and Safety files are maintained for the project duration.
17. To maintain the drawing register for Corporate and Commercial Properties.
18. To review and implement updates onto CAD files following project or refurbishment works.
19. Maintain a site diary in sufficient detail to record the progress and circumstances of incidents which may affect the design, cost and programme of the works and which may be called upon in adjudicating claims or other disputes.
20. To support the roles of Land Management Officer and Facilities Manager during planned and un- planned absence to ensure the continued delivery of the service.
21. To carry out any other task that is assigned to this post by the Group Manager for Corporate Property and Commercial Assets.

OTHER DUTIES:

In order to deliver services effectively, a degree of flexibility is needed, particularly for arranged maintenance shut down works at our leisure and sports centres to minimise revenue losses. The post holder may be required to perform work not specifically referred to above. Such duties, however, should not normally exceed those expected of an employee at that grade. This position is fully inclusive of any overtime required for the successful undertaking of the duties for this post.

HEALTH AND SAFETY:

The Council has a health and safety policy, which outlines its responsibilities as an employer, and the responsibilities of its employees in respect of health and safety. All employees need to be aware of this policy and comply with its content.

RISK MANAGEMENT:

The Council has a Risk Management Strategy and it is the responsibility of Group Managers to comply with the contents including leading the risk management process within their service; identifying and managing significant operational risks.

DATA PROTECTION:

It is the responsibility of the Post holder to ensure that the section's requirements for compliance with the latest Data Protection legislation are met.

SAFEGUARDING CHILDREN AND VULNERABLE ADULTS:

The Council has a Safeguarding Policy which outlines its responsibilities and the responsibilities of its employees. All employees need to be aware of this Policy and comply with the contents.

When considering the duties of this role as part of the most recent Job Evaluation (JE), a decision was reached using the government DBS Tool that this role is required to hold a Basic DBS level check. The basis on which this form of DBS is renewed is explained further within our DBS policy.

REQUIRED COMPETENCY LEVEL

COMPETENCY	LEVEL REQUIRED
Communication	4
Leading and Developing	3
Service Delivery	4
Working with Others	4

For further information, please refer to the information attached to the recruitment pack on core competencies.

Date: 23 August 2019

PERSON SPECIFICATION

Corporate Projects Officer

	ESSENTIAL	DESIRABLE
Qualifications and Experience:	• Building management experience. • Qualification in a relevant discipline at HNC or City & Guilds. • 5 years post qualification experience, or 10 years working in a senior position in the Construction Industry. • Experience of working in a customer focused environment. • Experience of disability access adaptations. • IOSH Health and Safety qualification. • Experience of landlord and tenancy arrangements. • Certified in the use of Auto CAD.	• Building services qualifications at HND or Degree level. • Qualified in facilities management BIFM Level 5. • NEBOSH Health and Safety qualification. • Prince 2 project management qualified.
Knowledge and Expertise:	• Project management skills and an ability to deliver to targets and deadlines. • First line management experience • Health & Safety legislation CDM Regulations, risk assessments, COSHH etc. • Able to complete fire risk assessments in line with the Fire Reform Order 2005. • Cost management and tender procurement expertise. • Understanding of Construction Contract Law and Forms of Contract and procedures such as JCT.	• Some knowledge of the workings of Local Government.
Skills:	• Excellent people skills. • Practical approach to problem solving with the ability to carry out wide ranging tasks, ability to react quickly and professionally i.e. to a fire alarm. • Ability to communicate both verbally and in writing with varied people and situations. • Working knowledge of Information systems and technology (MS Office packages). • Able to lead & chair contract meetings to secure positive outcomes. • Able to negotiate/complete for procurement contracts confidently and effectively.	• Proficient in building management systems and databases. • Experience in delivering presentations and reports.

	ESSENTIAL	DESIRABLE
Personal Attributes:	• Proven ability to perform as part of a multi-disciplinary team. • Environmental awareness with regard to engineering solutions. • Able to perform role with reasonable adjustments. • Confident and self-motivated. • Able to organise resources to achieve goals. • Open minded and flexible in new ways of working. • Keen to learn with demonstrable ambition. • Demonstrate drive and determination.	
Special Requirements:	• Understand and committed to organisational and service improvement. • Committed to equality of opportunity and understanding of diversity issues. • To have an awareness of Health & Safety. • To have an awareness of Risk Management.	

Date: 23 August 2019