

JOB DESCRIPTION

Post Title: Assistant Project Officer	Director/Service/Sector Residential Children's Homes		Office Use
Grade: 5	Workplace: Anywhere in the county		JD Ref: 3247
Responsible to: Site Manager Children's Residential Homes	Date: 18 th July 2016	Craft Worker:	
Job Purpose: To assess and undertake repairs of all NCC residential Children's Homes buildings and other premises. To ensure all works are to a high quality in accordance with any pre-determined specification, time-scale or appointment. To work with contractors in completing the critical works and monitor progress and outcomes.			
To assist in leading projects, including developments of Building Maintenance, Security and Building Management and related work/projects including :- Estate Management, Build projects, Refurbishment, Health and Safety. To ensure a high standard of co ordination of maintenance and development in respect of safety, security and buildings systems for all sites, especially the Secure Home.			
Resources	Staff	Building Support Officer	
	Finance	To support effective and efficient outcomes within value for money	
	Physical	Vans, Tools and Equipment	
	Clients	Children's Residential Homes and associated offices	
Duties and key result areas:			
<div><div>➤ Undertake internal and external building maintenance repairs, specifically joinery repairs to the highest quality and standard in accordance with work requests and pre-determined specifications to a wide range of fixtures and fittings. This will include the removal or adjustment of existing fittings and fixtures, the preparation of surfaces, the marking out, construction / fabrication / assembly of new fittings and fixtures and re-fitting, planning and scheduling of work.</div><div>➤ To complete any remedial work to be carried out to the highest standard, including the relaying of floorboards, carpet & underlay.</div><div>➤ To ensure that adequate store and materials are available in order to undertake the required repair.</div><div>➤ Employees will be responsible for the maintenance of their imprest stock levels. They will be required to keep such materials in a secure fashion and replenish stock as necessary, maintain proper records, to itemise stock usage on individual works orders and immediately notify their Supervisor of any discrepancy or losses discovered, if they occur.</div><div>➤ To supervise building support officer/s</div><div>➤ To have a sound working knowledge of all elements of building construction, components, building trades and applicable building regulations.</div><div>➤ Work to an appointment system and complete work within priority timescales.</div><div>➤ To ensure works are completed within sound working health and safety legislation and safe working practices</div><div>➤ To ensure these practices are adopted when undertaking repair or construction work and where required issuing instructions / advice to Homes Managers to ensure the health and safety of any staff/residents/members of the public.</div><div>➤ To ensure that a high level of customer care is adopted when undertaking repair or construction work including: providing information and advice on any work to be undertaken; to take the necessary steps to protect homes furnishings and effects from any incidental damage or dust during work; to ensure any building rubble or debris is cleared up and removed from site, leaving the site in a clean and tidy condition; to advise the homes management team where any follow on work is required and to ensure that the Site Manager is advised accordingly so that appropriate arrangements can be made; and to receive and refer any additional repair reports from the home and pass appropriate details to the Site Manager .</div><div>➤ The postholder (where appropriate) will be allocated and complete work via maintenance request log, vehicle location systems and ensure mobile communications are used effectively including: pre-arranging appointments at the work location; seeking advice and instructions where required; arranging for parts and materials; and, arranging for follow on trades to call.</div><div>➤ To ensure that any measuring is undertaken accurately.</div><div>➤ To complete all claims accurately in accordance with financial regulations and carry out any duties in line with documented procedures and instructions.</div><div>➤ To undertake a visual inspection of any vehicle used by the post-holder to ensure that lights, tyres washers and wipers are in a serviceable condition. Vehicles must be</div></div>			

driven with courtesy and care and kept clean and tidy by users.

- To ensure confidentiality is maintained at all times.
- The post holder will be required to undertake work within high security environment (Kylloe House Secure Children's Home)
- Record Keeping in monitoring building systems and maintain appropriate Health and Safety records, monitoring security systems and maintain appropriate records.
- Assist in implementing the schedule of planned building maintenance and keep records.
- Undertake tasks relating to maintaining the general fabric of the building and grounds.
- Undertake tasks relating to routine safety and maintenance of the secure vehicle and undertaken driving duties.
- Promote positive working relations with contractors and NCC departments.
- Assist in monitoring security systems and adherence to associated security procedures.
- Participate in operational control room rota cover.
- Assist in maintaining an up to date work plan in respect of both planned and unplanned building and building systems work.
- Monitoring cost effectiveness and value for money in respect of maintenance contracts and works carried out.
- Assist in the production of an annual building systems report.
- To liaise and direct site contractors.
- To act as Reception/Control Officer when required

The duties and responsibilities highlighted in this Job Description are indicative and may vary over time. Post holders are expected to undertake other duties and responsibilities relevant to the nature, level and extent of the post and the grade has been established on this basis.

Work Arrangements

Transport requirements: Daily travel to various locations within the county

Working patterns: 37 hrs per week. Fixed hours. Evening and weekend work as and when required

Working conditions: Working in Kylloe House, residential children's homes throughout the county, and other public building as required.

PERSON SPECIFICATION

Post Title: Assistant Project Officer		Director/Service/Sector: Residential Children's Homes	Ref: 3247
Essential		Desirable	Assess by
Knowledge and Qualifications			
City & Guilds Level 3 in Joinery or equivalent A broad knowledge of building construction. Good knowledge of the Health & Safety requirements associated with the trade		An understanding of local authority Residential Children's Homes. Further qualifications in building maintenance	
Experience			
Extensive experience of being an Joiner Experience in a customer facing environment Experience of record keeping Experience of working in a child care environment Experience of working within Health and Safety guidelines Experience of Customer Care		Of working in a local authority Secure Children's Home or similar environment. To undertake other duties within construction requiring skills such as tiling, plaster repair and minor plumbing works. Experience of working in a secure environment	
Skills and competencies			
Good organisational, problem solving and planning skills Good communication skills Demonstrate sound decision-making skills Able to drive Able to work within an allocated budget			
Physical, mental and emotional demands			
Working in a range of position, sometimes in tight spaces with the need to carry tool, equipment and materials. Regular periods of concentrated mental attention and tight deadlines Regular contact with tenants working in their homes may result in some emotional demands Some exposure to disagreeable and unpleasant conditions			
Motivation			
Must be self motivated and have the ability to work largely unsupervised. Understanding the diverse needs of customers. Work collaboratively as part of a team			
Other			
Full clean driving licence Able work outside of normal office hours Physically fit to undertake the duties of the post			

Key to assessment methods; (a) application form, (i) interview, (r) references, (t) ability tests (q) personality questionnaire (g) assessed group work, (p) presentation, (o) others e.g. case studies/visits