**Job Profile comprising Job Description and Person Specification**

**Job Description**

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| **Job Title:**  Contracts Officer | **Grade**:  OSSR (TBC) |
| **Section:**  Direct Services | **Directorate:**  Environment and Community Services |
| **Responsible to following manager:** Building Maintenance Manager | **Responsible for following staff:**  Building Maintenance Staff |
| **Post Number/s:** | **Last review date:** October 2023 |

**Working for the Richmond/Wandsworth Shared Staffing Arrangement**

This role is employed under the Shared Staffing Arrangement between Richmond and Wandsworth Councils. The overall purpose of the Shared Staffing Arrangement is to provide the highest quality of service at the lowest attainable cost.

Staff are expected to deliver high quality and responsive services wherever they are based, as well as having the ability to adapt to sometimes differing processes and expectations.

The Shared Staffing Arrangement aims to be at the forefront of innovation in local government and the organisation will invest in the development of its staff and ensure the opportunities for progression that only a large organisation can provide.

**Job Purpose:**

Responsible for the organisation and supervision of all site activities and the co-ordination of Building Maintenance staff and subcontractors to ensure contract deadlines are met.

**Specific Duties and Responsibilities:**

1. Responsible for all trades, sub-contractors and suppliers as required. Ensures work is carried out efficiently and economically within the contract cost. Notifies Building Maintenance Manager of any discrepancies incurred between job estimates and expenditure. Ensures variation orders are obtained where appropriate.
2. Regularly liaises with representatives of client sections to seek and obtain work and ensures that targets are met. Attends meetings with Building Maintenance Manager and client sections to ensure continuity of work.
3. Engaged in maintenance and repair of public buildings, housing stock and other Council establishments as requested.
4. Ensures safe systems of work are adhered to and monitors compliance with all relevant health and safety policies and legislation.
5. Ensures work is carried out in accordance with specification drawings and conditions of contract.
6. Carries out effective control and discipline of the workforce and where necessary, implements the appropriate disciplinary, performance or sickness absence codes of conduct.
7. Checks and completes prime documents on a daily basis ensuring correct allocations are entered on time, vehicle, plant and stores demand documents.
8. Programmes, measures and monitors work, carries out pre and post inspection of a designated number of jobs to ascertain resources required, quality of work and the return to stores of surplus materials and plant.
9. Programmes materials, vehicle and plant requirements and submits requests for same in advance of works.
10. Evaluates completed job tickets received from operatives and transposes to schedules for income purposes.
11. Interrogates system to establish costs on each job and compares with income.
12. Inputs schedules of rates variations using computer system to produce invoices for submission to relevant client.
13. Investigates and resolves invoice disputes received from clients.
14. Undertakes duties as directed within Direct Services Organisation to ensure organisational compliance with contractual obligations.

**Generic Duties and Responsibilities**

* To contribute to the continuous improvement of the services of the Boroughs of Wandsworth and Richmond.
* To comply with relevant Codes of Practice, including the Code of Conduct and policies concerning data protection and health and safety.
* To adhere to security controls and requirements as mandated by the SSA’s policies, procedures and local risk assessments to maintain confidentiality, integrity, availability and legal compliance of information and systems
* To promote equality, diversity, and inclusion, maintaining an awareness of the equality and diversity protocol/policy and working to create and maintain a safe, supportive and welcoming environment where all people are treated with dignity and their identity and culture are valued and respected.
* To understand both Councils’ duties and responsibilities for safeguarding children, young people and adults as they apply to the role within the council.
* The profile is not intended to be an exhaustive list of the duties the post holder will carry out. Other reasonable duties commensurate with the level of the post, including supporting emergency and priority situations, will form part of the role.

**Additional Information**

1. Reporting to the Building Maintenance Manager and Finance and Systems Manager regarding any discrepancies or irregularities. Demonstrates effective understanding and implementation of departmental financial procedures.
2. Monitors financial performance of individual sub-contractors within the Building Maintenance Section and report to Building Maintenance Manager. Recommending any remedial action which may be required.
3. Reports on anomalies relating to cost or income to Building Maintenance Manager for further clarification and or corrective action.

**Team structure**

**Person Specification**

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| --- | --- |
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| **Post Number/s:** | **Last review date:** November 2021 |

**Our Values and Behaviours**

The values and behaviours we seek from our staff draw on the high standards of the two boroughs, and we prize these qualities in particular:

**Being open.** This means we share our views openly, honestly and in a thoughtful way. We encourage new ideas and ways of doing things. We appreciate and listen to feedback from each other.

**Being supportive.** This means we drive the success of the organisation by making sure that our colleagues are successful. We encourage others and take account of the challenges they face. We help each other to do our jobs.

**Being positive.** Being positive and helpful means we keep our goals in mind and look for ways to achieve them. We listen constructively and help others see opportunities and the way forward. We have a ‘can do’ attitude and are continuously looking for ways to help each other improve.

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| **Person Specification Requirements** | | | | **Assessed by**  **A/I/T/C**  **(see below for explanation)** |
| **Knowledge** | **Essential** | **Desirable** | **Assessed** |
| Comprehensive working knowledge of building maintenance related to housing stock, public buildings and educational establishments |  |  | **I** |
| Working knowledge of Construction, (Design & Management) Regulations as amended in 2007 |  |  | **I** |
| Working knowledge of Health & Safety at Work Regulations (1974) and The Management of Health & Safety at Work Regulations (1999) |  |  | **I** |
| Working knowledge of financial control systems such as Saffron and UNIX or similar |  |  | **I** |
| **Experience** |  |  |  |
| Detailed knowledge and experience of managing contracts relating to building works |  |  | **I** |
| **Skills** |  |  |  |
| Numeracy skills to carry out duties such as estimates and monitoring budgets |  |  | **I** |
| Computer literate with ability to input and extract data |  |  | **I** |
| Effective verbal and written communication with good negotiating skills |  |  | **I** |
| Ability to undertake site inspections from ladders and scaffolding |  |  | **I** |
| Ability to co-ordinate several different tasks at any one time and often with conflicting deadlines |  |  | **I** |
| Ability to organise own work and to be able to work with minimum supervision |  |  | **I** |
| An effective team player |  |  | **I** |
| Ability to effectively impart knowledge to staff and accept additional responsibility. |  |  | **I** |
| Must be able to demonstrate flexibility to meet demands of working hours. |  |  | **I** |
| Commitment to attending site meetings out of normal working hours (tenant and resident liaison meetings) |  |  | **I** |

**A – Application form**

**I – Interview**

**T – Test**

**C – Certificate**