

Job Profile comprising Job Description and Person Specification

Job Description

Job Title: Technical Manager (Major Works)	Grade: MG1
Section: Major Works Team	Directorate: Housing and Regeneration
Responsible to following manager: Senior Technical Manager MG3	Responsible for following staff: Project Controllers x 3 - 4 (PO4 - 6) Clerk of Works x 3 (PO3)
Post Number/s: H3003	Last review date: 17/07/23

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 to the Senior Technical Manager (Major Works) for the management, procurement, administration and delivery of major works schemes to the council's housing stock. This includes Capital and Revenue programmed works, improvement and regeneration schemes, new build and conversion schemes run in-house and the delivery of the hidden homes programme.

Specific Duties and Responsibilities

1. Has dispersed responsibilities for the day-to-day guidance of professional external consultants of all technical disciplines along with contractor's site staff across a wide range of active sites in the Borough.
2. Acts as the Council's main point of contact and lead officer on any development sites on housing or ex-Housing land where the Council has a control agreement on the proposed development and where elected members, planners, external bodies (GLA, TFL, Public Utilities etc) have an interest in the Development.
3. Ensures that all the Council's staffing procedures and policies including the Equal Opportunities, Sex Discrimination and Race Discrimination Policies are always implemented and adhered to.
4. Responsible for repairing and maintaining the Council's housing stock either as part of a housing management contract or a service level agreement. To prepare detailed technical briefing documents, designs, cashflow forecasts, and programmes for schemes approved by the Head of Programming Services. Schemes vary in value from £50,000 - £10m across all technical disciplines which may involve guidance and supervision of mechanical engineering professionals and clerk of works in addition to the direct staff responsibilities detailed above in 1.
5. Responsible for programming and initiation of all detailed pre-briefing surveys and estimates. Investigates all area of work required and makes recommendations as to the budgetary and technical implication of programmes including advice on the consequences of potential delay in carrying out the proposed works.
6. Assist with the investigation of new initiatives for building maintenance techniques, sustainability, products, and materials. Recommends the introduction of suitable new technology and contributes to the development of the total building maintenance systems adopted by the Council. Along with the Housing and Regeneration Department's policy team, develops and introduces the Council's sustainability programme as it relates to repair, maintenance and development of the housing stock. Identifies new strategies and technologies to reduce the Council's carbon footprint and seeks grant funding towards this cause.
7. Carries out stock condition surveys and prepares schemes and estimates for submission to the Head of Programming Services for inclusion in the Council's future capital programs. As part of the Council's 30-year HRA business planning process.
8. To identify possible sites for future new build projects and hidden homes.
9. Responsible for the detailed briefing of the appointed consultants on all

approved projects ensuring adherence to Council Policy and budgetary systems of control.

10. Responsible for allocation of workloads, preparation of programs etc, for all staff under the postholder's control. Supervises and leads less experienced staff for contracts being run and designed in the team as well as by external consultants.
11. Responsible for providing advice and assistance to the Head of Resident and Estate Services and Area Housing Managers on complex technical matters. Prepares training programs for area technical staff and technical trainees.
12. Responsible, in conjunction with the Support Services team for the provision of a project control service in respect of mechanical and electrical projects, where they form part of a major works scheme.
13. Responsible for the professional standard of all work undertaken by staff and consultants under the postholder's control and in this context ensures the quality of work and value for money is obtained for the Council's leaseholders and tenants. In this context steps in and guides external consultants when schemes look like failing or when they hit difficulties.
14. Recognizes and deals with especially complex problems requiring professional skill, experience and judgment.
15. Initiates and analyses surveys of the housing stock to ascertain the condition of buildings, recommend programs to the Head of Programming Services and make recommendations for the remedial / renewal works required. Identifies and diagnoses defects and develops repair techniques. Investigate Fire Risk Assessment reports incorporating associated action items into projects.
16. Authorises and certifies the issuing of certificates for payment, agreement of final accounts, practical completion certificates etc on behalf of the council. Ensures final accounts are audited and passed to the Leasehold and Procurement Manager promptly to enable maximum recovery of leasehold charges.
17. Makes recommendations to the Head of Programming Services in respect of consultants' and contractors' performance resulting in either their continued use by the department or their suspension/removal from future tender listings. Interviews new contractors and consultants to ascertain suitability for approval as part of the tender analysis process prior to the recommendation of appointments/ contractual relationships.
18. In conjunction with the Leasehold Procurement Manager leads in producing tender lists and preparing draft enquiries from contractors.

19. Initiates improvements in the cost-effectiveness of departmental policy and procedures. Investigates new initiatives for building maintenance techniques, products and materials. Recommends introduction within the Council's working practices of all suitable new technology.
20. Responsible for the preparation of reports and presentation drawings for departmental heads and Committees. Where necessary attends committees and presents schemes for approval.
21. Undertakes the management of specific interdisciplinary projects including the co-ordination of the work of architects, surveyors, landscape architects, structural, mechanical and electrical engineers whether these services are provided in-house, within the Design Service or by the appointment of outside consultants.
22. In conjunction with the Head of Programming Services prepares detailed briefs for major works to outside agencies, the Design Service, Borough Engineer, and acts as Project Controller for these schemes.
23. Manages and designs works below the threshold for outside consultants and the Design Service, providing a full contract administration role on these sometimes complex schemes.
24. Manages close contact with all departments of the Council regarding planning regulations, conservation area requirements, borough valuer, finance, and legal divisions, etc. and in this context makes all necessary applications for approval.
25. Negotiates with contractors and external organisations on final account settlements, tender adjustments at senior management level, and financial claims for contractual delay and disruption. Makes recommendations on behalf of the Council in respect of settlement figures on final accounts across the whole range of contracts.
26. Supervises the development of designs and the preparation of working drawings and all the information required by the Head of Programming Services for the invitation of tenders and the nomination of sub-contractors for major refurbishment, renewal and re-design schemes. As necessary incorporates new build designs into contract drawing and documents whether these schemes are run by in-house staff or by external appointed professional consultancy practices.
27. In conjunction with the Head of Programming Services examines tenders for assessments or receives tender reports from quantity surveyors or consultants and advises on the selection of tenders.
28. Initiates and chairs pre-contract meetings and makes regular site visits and inspections. Ensures adequate site inspection/supervision is carried out. Issues instructions as necessary on all site operations.
29. In conjunction with the Senior Technical Manager (Major Works)

supervises the administration of contracts, authorises the issue of Variation Orders and their cost effectiveness, Interim Certificates for payment, Practical Completion, and Making Good Defects Certificates.

30. In conjunction with the Senior Technical Manager (Major Works) gives advice to project controllers, design service surveyors, borough engineer's staff and outside consultants of the forms of contract to be utilised for particular contracts within the housing stock. Consults with solicitors on problems of interpretation and legal issues arising from dispute, arbitration and liquidation of contracts. Advises the solicitor on all technical matters to liability for building failures and acts as the Council's expert witness as required.
31. Maintains constant links with the Leasehold Consultation Section and assists with all necessary consultations, whether statutory i.e. Section 20 procedures or Council procedures.
32. Attends public consultation meetings with tenants and leaseholders as the council's technical advisor. Represents the Council at the First Tier Tribunal (Property Chamber) formerly the leasehold valuation tribunal and the land tribunal on all matters relating to major works projects.
33. Acts as lead officer in the identification, feasibility, preparation, and procurement of the Council's award-winning hidden homes initiative.
34. Drafts guidelines and procedures for the section and the wider Council where required (for instance CDM 2015, etc). Implements those adopted by the department. The implementation will include all staff under the postholder's control as well as outside agencies, consultants and other appointed departments.
35. In conjunction with the Senior Technical Manager is responsible for awarding extensions of time, issuing Certificates of Non-Completion, deduction of Liquidated and Ascertained Damages and negotiating at the senior level with contractors over claims. Ensures all Council audit requirements are adhered to prior to negotiation, approval and subsequent issue of Final Certificate of Payment, including initial audit of consultants' recommended final accounts.
36. Responsible for the provision of record drawings, guarantees, maintenance manuals, and feedback on technical matters connected with schemes to the computerised archive system and the Area Housing Manager.
37. Responsible for staff training profiles and recommendations for post-entry training programs, authorisation of leave, general conduct, and discipline of staff under the postholder's control. Implement all Council Employment Codes of Practice, record online and liaise with HR/ Occupational Health as required.
38. Responsible for ensuring compliance with all Health and Safety

legislation, in particular, to ensure the express duties placed upon the employer to ensure competent appointments and relevant information is implemented under CDM 2015, for instance ensuring that F10 certificates are displayed on sites under the postholder's teams' controls.

39. Responsible for Health and Safety compliance within the office environment.
40. Deals with claims from adjoining owners, tenants and leaseholders and arranges for Party Wall awards, compensation etc. in relevant cases.
41. Prepares reports for Committee, replies to Members of the Council, Members of Parliament, the Commissioner for Local Government, the Chief Executive, and the Director of Administration and deals personally with more complex correspondence on matters relating to the postholder's area of responsibility.
42. Ensures that all projects under the postholder's area of control are adequately and effectively resourced. Ensures appropriate action is taken on the customer satisfaction surveys. Fully briefs themselves on the contents of the various Citizens' Charters and implement them at all times. Makes recommendations to increase the effectiveness of these charters particularly in the area of meeting the specific needs of minority communities.
43. Has a key role to play in the preparation of publicity events for all major schemes and also in the initiation program for new Housing Staff.
44. Drafts formal replies to general enquiries received by the Housing and Regeneration Department/ Chief Executive relating to the technical construction of the housing stock, etc. Freedom of Information Act, Building Safety Act 2022, etc.
45. For your staff: ensures adequate and appropriate risk assessments (display screen equipment, lone workers etc.) are carried out by a competent member of staff; receives adequate and appropriate H&S training and that all council and departmental health & safety procedures are followed.
46. Deputise for the Senior Technical Manager in his absence.

This job description is written in the form used for grading posts. It is not intended to be an exhaustive or final statement of the duties required of any particular post or post holder. Any proposal to change the job description will first be the subject of consultation with the post holder, who may seek the advice of a personnel officer or a staff representative.

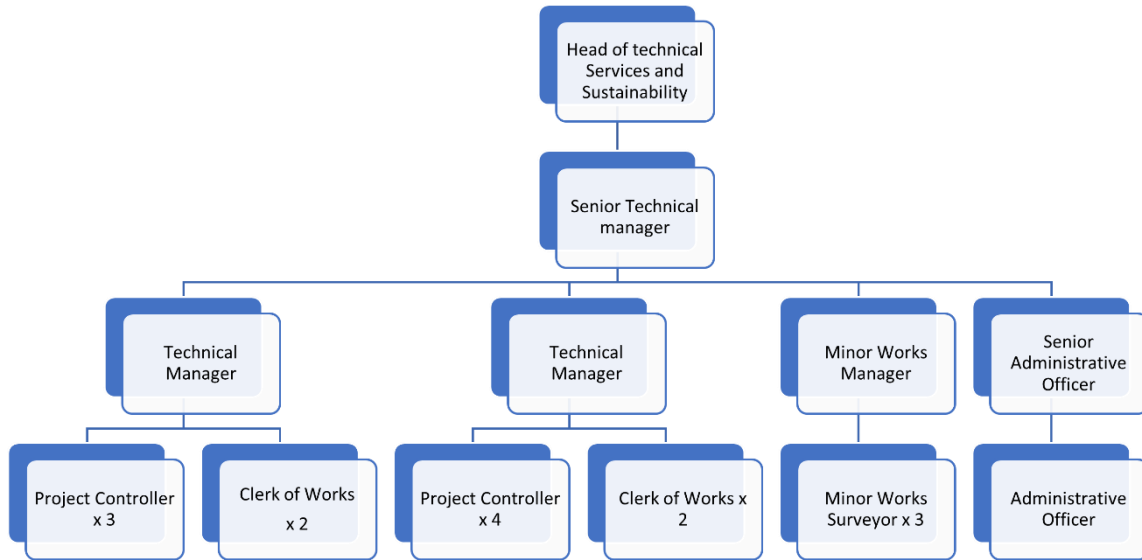
Generic Duties and Responsibilities

- 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 Shared Staffing Arrangement will keep its structures under continual review and as a result the post holder should expect to carry out any other reasonable duties within the overall function, commensurate with the level of the post.

Additional Information

- Is responsible for the recruitment, management and development of a multi-disciplinary team of professional staff, setting and reviewing performance targets, and observing corporate aims and objectives. Monitors performance and ensures the correct procedures relating to staff conduct and sickness code and other working practices are strictly adhered to. Provide detailed evidence in cases where action is being taken on matters of staff performance.
 - Project Controllers x 3 - 4 (PO4 - 6)
 - Clerk of Works x 3 (PO3)
 - Project Controller (Acquired) x 1 (PO4-6)
 - Minor Works Surveyor x 1 (PO1)
- Must be able to work outside usual working hours as necessary to attend evening meetings with both Members, residents and building professionals to present schemes through consultation.

Team structure



Person Specification

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Section: Major Works Team	Directorate: Housing and Regeneration
Responsible to: Senior Technical Manager MG3	Responsible for: Project Controllers x 3 - 4 (PO4 - 6) Clerk of Works x 3 (PO3)
Post Number/s: H3005	Last Review Date: 17/07/23

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.

Person Specification Requirements			Assessed by A/I/T/C (see below for explanation)
Knowledge	Essential	Desirable	Assessed
Detailed knowledge and awareness of the implications of Health and Safety, planning, building regulation legislation, building safety act, and leasehold management practices on social housing projects.	YES		A /I/T
Experience	Essential	Desirable	Assessed
Previous experience in supervising large multi-disciplinary major works projects.	YES		A/I/
Experience in managing staff.	YES		A/I
Experience in managing external consultants and contractors.		YES	A/I
Experience in preparing detailed specifications and managing contracts on-site from inception through to completion.		YES	A/I
Experience in budget management and monitoring.		YES	A/I
Previous experience with the implications of Housing legislation on major works programmes.		YES	A/I
Skills	Essential	Desirable	Assessed
Ability to prepare detailed technical briefs and appraisals.	YES		A/I
Ability to manage workload for self and others.	YES		A/I
Ability to deal with the public in a polite but authoritative manner.	YES		A/I
Ability to motivate staff.		YES	A/I
Ability to demonstrate an appreciation of equal opportunities and how this relates to major works projects as well as office organisation/staffing.		YES	A/I
Ability to deal with party wall matters.		YES	A/I
Ability to use a computer-based project management system.		YES	A/I
Ability to present projects at public forums.		YES	A/I
Ability to prepare reports for officers at various levels in the authority.	YES		A/I
Qualifications	Essential	Desirable	Assessed
Educated to Degree level in a relevant building subject or equivalent knowledge of building surveying with experience of maintaining a diverse portfolio of residential properties.	YES		A/I/C
Member of professional body (RIBA/RICS/MCIOB) or equivalent			

A – Application form / CV

I – Interview

T – Test

C - Certificate