

## Job Profile comprising Job Description and Person Specification

### Job Description

<b>Job Title:</b> Project Controller	<b>Grade:</b> PO4 – PO6
<b>Section:</b> Major Works	<b>Directorate:</b> Housing and Regeneration
<b>Responsible to the following manager:</b> Technical Manager, MG1	<b>Responsible for the following staff:</b> n/a
<b>Post Number/s:</b> H3006, H3007, H3008, H3050, HA413, RWHPC1	<b>Last review date:</b> <b>August 2023</b>

#### 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 have 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

To manage allocated building projects, ranging from the refurbishment of acquired street properties, major estate-wide refurbishments, and new build and conversion projects. All are managed in-house from inception through to completion under a range of standard form contracts. The post holder will be responsible for the management, procurement, administration, and delivery of all allocated major works schemes to the council's housing stock. This includes Capital and Revenue programmed works, improvement and regeneration schemes, and extension and refurbishment of area team void houses.

## Specific Duties and Responsibilities

1. Responsible to the Technical Manager (H3003/H3005) and the Senior Technical Manager (H3009) of the Major Works Team for the initiation, implementation, and management of projects within the Major Works Capital & Revenue Programmes and the Council's New Build and Hidden homes projects.
2. Ensure independent execution of their workload by effective management of external and internal consultants and by assisting other council sections in the preparation of leasehold charges. Where required prepare party wall notice and arrange ensuing procedures. Appoints and briefs Party wall surveyors. Monitors the performance of consultants and contractors and reports as necessary. Supervises the council's Clerk of Works allocated to each project.
3. Prepares, checks, and authorises technical briefs, feasibility studies, tender documentation, project programmes, and cashflow forecasts for multi-disciplinary projects from £25,000 to £10m+. Ensures close liaison between all disciplines and stakeholders throughout the life of the project. Make regular visits to active construction sites to; attend site meetings, monitor progress, check the quality of work, and monitor Health and Safety matters. Chairs pre-contract meetings and where appropriate attend meetings with residents, Residents Associations, and Council panels or committees as required. On occasions, meetings may be outside of normal working hours.
4. Maintains effective financial control of all contracts under their supervision. Audits and agrees to contractor's and consultant's accounts. Recommends agreement of final accounts to the Head of Programming as required. Ensures final accounts are audited and passed to the Leasehold and Procurement Section Manager promptly to enable maximum recovery of leasehold charges. Authorises and certifies the issuing of certificates for payment on behalf of the council.
5. Ensures that all appropriate CDM legislation has been met and all relevant statutory approvals have been obtained and are in place either prior to the Housing & Regeneration Department seeking tenders or ~~prior to~~ works commencing on site. Complies with all appropriate health and safety legislation and ensures receipt of the statutory Health and Safety file upon completion of the contract including relevant record drawings, guarantees and maintenance manuals. Should be aware of and must always comply with the Council's Safety Policy.
6. As required, provides technical advice and assistance to council members and managers of the Housing and Regeneration Department.
7. Where required on in-house work:

- Carry out surveys.
  - Prepares drawings, specifications, and estimates.
  - Liaises with and obtains approvals from statutory authorities.
  - Liaises with council officers in other departments.
  - Carry out duties of the contract administrator.
  - Preparation of all necessary documentation to comply with contract conditions.
  - Liaise with Principal Designer and/or other specialists during scheme development and implementation.
8. Investigate Fire Risk assessment to incorporate flagged items into projects and assess fire risks to communal and external areas in conjunction with associated Major Works contracts.
9. To be fully aware of and understand the duties and responsibilities arising from the Children Act 2004 and the Equalities Act 2010 in relation to the job role.

#### Additional Duties at PO5

10. Represents the Council at Leasehold Mediation and first-tier tribunal hearings on all appropriate matters relating to Major Works projects.
11. Maintains contact links with the Leasehold Services section and assists with all necessary consultations whether statutory i.e., Section 20 or Council procedures.
12. Acts as the Housing & Regeneration Department's main point of contact and lead officer on any development site where the Housing & Regeneration Department has a control agreement on the proposed development.

#### Additional Duties at PO6

13. Deputises for the Senior Technical Manager and Technical Manager in their absence.
14. Assist the Senior Technical Manager and Technical Manager in the programming and preparation of in-house schemes.
15. Negotiates with contractors and external organisations on final account settlements, tender adjustments, and financial claims for contractual delay and disruption. Makes recommendations on behalf of the Council in respect of settlement figures on final accounts across a wide range of contracts. Negotiates and liaises with external organisations and stakeholders, adjoining owners etc., in connection with complex, high value and high-profile Major Works contracts.

## 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

### Team structure

For the current structure please go to The Loop.

*When advertising externally please add the current team structure here and remove the sentence above.*

## Person Specification

<b>Job Title:</b> Project Controller	<b>Grade:</b> PO4 – PO6
<b>Section:</b> Major Works	<b>Directorate:</b> Housing and Regeneration
<b>Responsible to:</b> Technical Manager, MG1	<b>Responsible for:</b> n/a
<b>Post Number/s:</b> H3006, H3007, H3008, H3050, HA413, RWHPC1	<b>Last Review Date:</b> August 2023

### 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
A working knowledge and awareness of Health & Safety and Housing legislation on major works projects, including planning, building regulation legislation and leasehold management practices on social housing projects.	Yes		I
Experience	Essential	Desirable	Assessed
Previous experience in supervising large multi-disciplinary major work projects, including the role of contract administrator	Yes		I
Experience in managing consultants and contractors	Yes		I

Experience in preparing detailed specifications and managing contracts on-site from inception to completion	Yes		I
Experience in dealing with the public both face-to-face and on the telephone		Yes	I
Ability to give verbal presentations e.g., when dealing with residents at public meetings		Yes	I
Ability to write clear and concise memos, letters and reports including technical reports	Yes		I
Experience in using basic IT – Word, Excel, email etc;	Yes		I
Experience of budget management and monitoring	Yes		I
<b>Skills</b>	<b>Essential</b>	<b>Desirable</b>	<b>Assessed</b>
Ability to prepare technical briefs, appraisals, and technical reports for schemes	Yes		I
Evidence of ability to manage workload with minimum supervision and work to strict deadlines	Yes		I
Must be able to demonstrate an understanding of the Council's Equal Opportunities policy	Yes		I
Ability to work as part of a team	Yes		I
Ability to maintain financial control on projects	Yes		I
Ability to deal with party wall matters		Yes	I
<b>Qualifications</b>	<b>Essential</b>	<b>Desirable</b>	<b>Assessed</b>
A relevant qualification and/or membership of a relevant professional body.		Yes	I
Sound knowledge of building surveying with experience in maintaining residential properties ranging from Victorian street properties through to High-rise system-built properties.	Yes		I
<b>Special Requirements</b>	<b>Essential</b>	<b>Desirable</b>	<b>Assessed</b>
Must be able to attend evening meetings when required	Yes		i

**A – Application form / CV**

**I – Interview**

**T – Test**

**C - Certificate**