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

**Job Description**

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|  **Job Title:** Assistant Project Officer/Project Officer | **Grade**: Scale 6 – PO5 |
| **Section:** Design Service, Property Services | **Directorate:** Housing and Regeneration |
| **Responsible to following manager:**Team Leader | **Responsible for following staff:** |
| **Post Number/s:** | **Last review date:**  |

**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**

Undertake the service delivery to provide a comprehensive multi-disciplinary professional consultancy service covering all disciplines.

* Management of Revenue and Capital projects
* Project management throughout all RIBA stages of works.
* Technical design, construction, handover and final project delivery.
* The implementation and delivery of energy related services appertaining to the Council’s premises supporting in the corporate procurement of energy.
* Financial, resources, fee income and budget management.

**Specific Duties and Responsibilities**

1. Identify client's Business Case and Strategic Brief and other core project requirements.
2. Carries out duties under CDM Regulations.
3. Develop Project Objectives, including Quality Objectives and Project Outcomes,

Sustainability Aspirations, Project Budget, other parameters or constraints and develop Initial Project Brief. Undertake Feasibility Studies and review of Site Information.

1. Prepare Concept Design, including outline proposals for structural design, building services systems, outline specifications and preliminary Cost Information along with relevant Project Strategies in accordance with Design Programme. Agree alterations to brief and issue Final Project Brief.
2. Prepare Developed Design, including coordinated and updated proposals for structural design, building services systems, outline specifications, Cost Information and Project Strategies in accordance with Design Programme.
3. Prepare Technical Design in accordance with Design Responsibility Matrix and Project Strategies to include all architectural, structural and building services information, specialist subcontractor design and specifications, in accordance with Design Programme.
4. Offsite manufacturing and onsite Construction in accordance with Construction Programme and resolution of Design Queries from site as they arise.
5. Handover of building and conclusion of Building Contract.
6. Undertake In Use services in accordance with Schedule of Services.

**Linked Grade Progression criteria:**

NB

* Progression from Assistant Project Officer to Project Officer is not automatic and is dependent on the level of responsibility, complexity of the role, skills, experience and the need of the Service.
* Progression and position on the linked grades, is not automatic and is dependent on the level of responsibility, complexity of the role, skills, experience and the need of the Service.
* Any progression should be supported by a Business Case from the line manager

**Progression to S01**

1. Acts as Project Officer on schemes as directed.
2. Liaise with clients and contractors in matters of the project development and construction.
3. Undertakes surveys, prepares specifications and drawings and makes recommendations on works of a simplistic nature.
4. Evaluate statutory regulations as applicable to project work and reports to Project Officer as required.
5. Contributes to meetings on behalf of the Team.

**Progression to SO2**

1. Prepares designs/working drawings, details and schedules for projects. Prepares specifications for minor works and assists in the preparation of outline specifications for schemes requiring bills of quantities.
2. Responsible for assisting in cost control and valuations on minor projects based on drawings and specification.
3. Acts as Project Officer on more complex schemes.
4. Assists in the supervision of Consultants within the Team.
5. Gives detailed advice to the Project Officer when appropriate.

**Progression to PO1**

1. Deals with technical enquiries.
2. Prepares reports on behalf of the Team Leader and Project Officer on construction matters for Committees and external organisations.
3. Arranges simple studies and investigations and assists with complex ones.
4. Supervises a Consultant on a project basis when required.

1. Maintains financial records as required by the Team Leader / Project Officer.

1. Ensures commissions are undertaken in accordance with the Contract Specification or as otherwise agreed with the Client.

**Progression to PO2**

1. Provides complete cover for Project Officer in their absence, on all areas of work within the post-holders responsibility.
2. Acts as Project Officer on more complex schemes/tasks.

**Progression to Project Officer: PO3**

1. Gives professional advice as required.
2. Operates within a professional fee scale structure as appropriate to a fee earning organisation.
3. Carries out duties under CDM Regulations.
4. Organises survey and inspection work.
5. Responsible for several projects and carries out complex design and checking.
6. Carries out complex studies and investigations.
7. To contribute as required to the commissioning, market testing and contract management of services
8. Undertake client side monitoring and management duties as assigned to specific projects or construction related services.
9. Production of contract documents, checking work and organises site supervision.

**Progression to PO4**

1. Works independently on some of the more costly and complex schemes liaising with the Team Leader as appropriate.
2. Attends Public and other important meetings as the representative of the Team.
3. Carries out research and prepares reports on own initiative.
4. Consults with the Team Leader on non-routine staff and financial management responsibilities.

**Progression to PO5**

1. Covers for the Team Leader in his/her absence within own area of responsibility.
2. On behalf of the Team Leader takes the role in supervision of Consultants and contract staff on projects and supervises less experienced Project Officers within the Team.
3. Liaises with client and senior representatives from outside organisations and agencies.
4. Consults with the Team Leader on the more high-level staff and financial management responsibilities.
5. Deals with legal administration and attends Court or Public Inquiries to give evidence, referring to the Team Leader as appropriate.

Monitors and co-ordinates income and costs on commissions in the Section to provide management information to the Team Leader/Business Manager.

**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.
* To ensure that the services for both Councils are dealt with on an equitable basis to deliver the standards required for each, as agreed annually by the Executives of both Councils.
* To provide supervision as required to assigned staff and take responsibility for the allocation and checking of work by staff
* To advise and support managers on relevant matters affecting the service
* To contribute as required to performance review and improvement measures on an ongoing basis, helping to ensure that a customer focus is embedded within the function and innovative and creative solutions are evaluated to securing the highest quality and value for money function.
* To contribute as required to change programmes within the service
* To act as deputy for the Project Officer / Team Leader as required.

**Additional Information**

**Generally**

* Delivery of Design Team Trading account of £3 million per annum.
* Management of capital schemes in excess of £100m
* Management of Revenue projects up to £2 million per annum
* Attendance at evening meetings required.
* The Design Services operates as an internal consultancy. Critical to its success is achieving high-levels of customer care and customer satisfaction.

The Design Service is in direct competition with the private sector and therefore needs to attract and retain creative, innovative, knowledgeable and experienced professional staff to be able to perform in a demanding environment.

**Architects and Landscape Architects**

Working across all sectors you will be expected to:

* Design new builds, refurbishments, large redevelopments, bespoke conversions, and the surrounding landscape and spaces.
* Specify the nature and quality of materials required;
* Prepare applications for planning and building control departments;
* Project manage and help to coordinate the work of contractors;
* Carry out regular site visits to check on progress and ensure that the project is running on time and to budget;
* Resolve problems and issues that arise during construction;
* Ensure that the environmental impact of the project is managed.

**Project Managers**

Working across all sectors you will be expected to:

* Set objectives in line with your organisation or client needs, which may include scope, content, timings and budget;
* Plan work and set deadlines to meet the agreed needs;
* Select, lead and motivate your project team from both internal and external stakeholder organisations;
* Monitor the work to make sure it is on time and within budget;
* Co-ordinate the work of your project team and delegate tasks where appropriate;
* Identify and manage risks to ensure delivery is on time;
* Implement any changes throughout the process;
* Report regularly to management and the client.

**Architectural Technicians**

Working across all sectors you will be expected to:

* Research products, processes, legislation and technology as well as detailing, designs and drawings.
* Collation, organisation and investigation of technical information for use during the development of the project design.
* Monitoring health and safety in design.
* Preparing regulatory applications.
* Obtaining tenders for construction work
* Providing professional technical guidance to design and construction teams

**CAD Draughtsmen/Technicians**

Working across all sectors you will be expected to:

* Produce clear co-ordinated, multi service 2D drawings using CAD system software
* Work closely with the Architects and Engineers to produce layout plans, sections, elevations, details and schematics.
* Issue and amend the drawings as the specifications require
* Understand and be able to interpret technical drawings
* Produce Bills of Materials
* Creation of new document templates for usage as appropriate

**Mechanical Engineers**

Working across all sectors you will be expected to:

* Developing, testing and evaluating theoretical designs
* making sure a product will perform consistently in specified operating environments
* Managing projects using engineering principles and techniques
* Using research, analytical, conceptual and planning skills, particularly mathematical modelling and computer-aided design
* Monitoring and commissioning plant and systems.
* Understand heating systems, and be familiar with rain water harvesting systems, solar heating, ground source heating and building management control systems
* Preparing heating, ventilation and air conditioning equipment schedules and designing and drawing system schematics
* Arranging utilities disconnection and new supply for water and gas

**Electrical Engineers**

Working across all sectors you will be expected to:

* Design, develop and maintain electrical control systems and components to required specifications.
* Make models and prototypes of products using three-dimensional design software
* Work to British (BS), European (EN) and other standards
* Design, modify and conduct tests on products. Analyse and interpret test data.
* Qualify the final product or system
* Service, maintain equipment and monitor a product in use to improve on future design
* Prepare product documentation, write reports and give presentations

**Building Surveyors**

Working across all sectors you will be expected to:

* Undertake measured surveys and production of drawings
* Prepare and submit applications for consent to Local Authority planning and building control departments, fire officers, licensing justices, freeholders etc as applicable
* Condition Surveys, Schedules of Dilapidations
* Party Wall Awards
* Building Surveys
* Expert Witness Matters
* Residential Homebuyers Reports and Building Surveys

**Quantity Surveyors**

Working across all sectors you will be expected to:

* Undertake cost analysis for repair and maintenance project work;
* Perform risk, value management and cost control;
* Advise on a procurement strategy;
* Identify, analyse and develop responses to commercial risks;
* Provide advice on contractual claims;
* Analyse outcomes and write detailed progress reports;
* Value completed work and arrange payments;
* Maintain awareness of the different building contracts in current use;
* Understand the implications of health and safety regulations.

**Energy Managers**

Working across all sectors you will be expected to:

* Develop, coordinate and implement strategies and policies to reduce energy consumption, solutions for carbon management and encourage the use of renewable and sustainable energy resources
* Regularly collect energy monitoring data and benchmark energy consumptions against best practice guidelines;
* Knowledge of building physics, BREEAM, planning strategy and sustainability statements.
* Ensure compliance and keep up to date with CRC and other legislation and any reporting requirements. Deputise or represent the Service as required.
* Responsible for the production of sustainability reports- including the data collation, quality control, editing and presentation of such reports.
* Supporting the project teams with SALIX, BREEAM, and PASSIVHAUS requirements and assisting with compliance.

**Team structure**



**Person Specification**

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**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**  |
| Experience of working with a wide range of Public buildings.  | I |
| Sound working knowledge of forms of contract, legislation and standards as applicable to buildings and H&S  | I |
| Thorough knowledge and up-to-date understanding of the relevant legislation and practice relating to the role and in particular to construction, maintenance, procurement and health & safety.  | I |
| **Experience**  |
| Proven design and contract administration skills as applied to a wide range of public buildings, residential housing and schools as applied to all project work stages from feasibility through to final certificate.  | A |
| Ability to demonstrate an understanding of maintenance and design functions and production of documentation for tendering purposes experience in preparing of documentation for tendering purposes without the need for close supervision.  | A |
| Team player and experience of working with other professional disciplines involved with refurbishment, remodelling, extension and new build schemes.  | A/I |
| Cost monitoring and control of budgets associated with project work. | A |
| **Skills**  |
| An ability to deliver a high standard of customer care in terms of quality of work, communication and responsiveness to client requirements  | I |
| Computer literate with AutoCAD and Revit skills.  | A |
| An understanding of working within a fee-earning organisation.  | A/I |
| Ability to demonstrate self-motivation and commitment to meet objectives.  | I |
| Ability to work effectively as part of a team  | I |
| Proven organisational skills and ability to achieve demanding deadlines and goals whilst still maintaining quality and accuracy.  | A/I |
| Good oral and written skills to provide clear and concise messages  | I |
| Flexible / adaptable disposition to manage changing work demands / priorities.  | I |
| **Qualifications**  |
| An appropriate construction related professional qualification or equivalent experience | C/I |

**A – Application form / CV**

**I – Interview**

**T – Test**

**C - Certificate**