**Job Profile**

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| **Provisional Job Title:** **Leasehold and Procurement Officer**  | **Grade**: **SO1** |
| **Section:** **Leasehold and Procurement** | **Directorate:** **Housing and Community Services**  |
| **Responsible to:****Senior Leasehold and Procurement Officer**  | **Responsible for: N/A** |
| **Post Number: HA105** | **Date: September 19** |

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

This role is employed under the Shared Staffing Arrangement between Richmond and Wandsworth Borough 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 innovation in local government and the organisation will invest in your development and ensure the opportunities for progression that only a large organisation can provide.

**Job Purpose:**

1. To reply to pre-assignment of lease enquiries and be responsible for the receipt, logging and collation of information and replies to pre-assignment enquiries.
2. Undertakes general administrative duties within the Leasehold and Procurement Section as directed by the Senior Leasehold and Procurement Officer.
3. To administer all stages of the contract procurement process within the Housing Division of the Housing and Community Services Department, with particular emphasis on ensuring the efficient and timely tendering and letting of all construction, consultancy and term contracts.

**Specific Duties and Responsibilities:**

1. Replies to pre-assignment of lease enquiries as directed by the Senior Leasehold and Procurement Officer. Responsible for the receipt, logging and collation of information and replies to pre-assignment enquiries. Seeks information from relevant sections and departments throughout the Council to be included in the pre-assignment package and responds direct to enquirers, disseminating individual queries from complex legal letters received from solicitors, lending institutions, estate agents and individuals, ensuring that replies are accurate, comprehensive and in accordance with Council policy. At all times ensuring probity, confidentiality and accuracy in order that the Council can recover future service charge demands.
2. Ensures that all monies received in respect of assignment fees are properly

accounted for in accordance with audit guidelines. Receives debit card payments over the telephone in respect of pre-assignment fees ensuring that these payments are recorded on the relevant database and that receipts are issued accordingly.

1. Deals with all matters relating to enquiries from external solicitors, Borough Solicitor, Property Services and any other interested party in relation to the Council’s policies with respect to leasehold management and relevant statutes. Advises the Home Ownership Team and the Director of Finance of all contractually committed and programmed schemes of major and programmed works, including timescales, total costs and properties included in the contract.
2. At final account stage of contracts, ensures all documentation is complete and approved by project officers prior to providing documentation to the Leasehold and Procurement Manager for the calculation of leaseholder’s major works final account charges.
3. In liaison with Major Works Programming Section, creates and updates all information held in the relevant databases in relation to all schemes undertaken and assists with the maintenance of accurate records in respect of pre-assignment and post sales work.
4. Responsible for the updating of NPS with new leaseholder details, dealing with any anomalies and ensuring that the information held is accurate.
5. Responsible to the Senior Leasehold and Procurement Manager for the administration of all stages of the contract procurement process within the Housing Division of the Housing and Community Services Department, with particular emphasis on major works and term contracts, to ensure working practices are compliant with the Council’s Procurement Code, Procurement Strategy and Public Contract Regulations 2015.
6. In liaison with the Central Procurement Section, ensures the efficient and timely tendering and letting of all construction, consultancy and term contracts
7. Carries out checks to ensure all tender documentation is correct for the form of contract to be invited, ensuring that preliminaries and contract periods are correctly included within the documents. Advises project officers and Central Procurement of any anomalies before the scheme goes out to tender.
8. On receipt of pre-tender estimates calculates liquidated and ascertained damages, for inclusion within the contract documents. Advises project officers, consultants and Central Procurement as necessary.
9. Responsible for the vetting of contractors nominated by leaseholders. Liaises with the Leasehold and Procurement Manager and advises on the use of nominated contractors.
10. Liaises with the Design Service concerning any amendments which may be required to the suite of JCT prelims. Distributes JCT prelims to all external consultants and ensures that all project officers are advised of any amendments or updates. Checks prelims in specifications produced by external consultants for accuracy
11. In conjunction with the Senior Technical Manager prepares and updates the terms and conditions contained within the fee tender package (Document One) for all new and existing consultants. Responsible for receiving the signed declaration of acceptance of terms from successful consultants.
12. Receives e-tender returns from Central Procurement and maintains a log as to which project officer / consultant is dealing with each tender appraisal.
13. Receives SO83 (A) authorisations for all matters affecting the Housing Division of the Housing and Community Services Department, maintaining a register of such authorisations and checks progress of schemes with Central Procurement. Liaises with the Leasehold and Procurement Manager to ensure that statutory leasehold consultation has been completed prior to issuing Council’s official order letter.
14. Raises the Council’s official order letter for all major works contracts and consultancy appointments issued by the Housing Division.
15. Responsible for ensuring that all contracts for the Housing Division of the Housing and Community Services Department are sealed and all associated matters i.e. novations, liquidations and change of names are completed in a timely fashion. Prepares documentation under licence from RIBA to be signed by both contractors and the Director of Administration. Ensures that all amendments are current and reflect any statutory changes. Signs and dates contracts and then obtains copies for contractors. Collates signed documents and SO83(A) authorities for all contracts for engrossment. Liaises with contractors and external consultants to arrange the appropriate start date for all contracts, advises contractor if site possession can be granted and authorises suspension should contract formalities not have been completed.
16. Sets up creditor’s reference with the Director of Finance for payments to be made to contractors and has access to the Council’s payments system.
17. Advises the Housing Principal Finance Officer of term contract start and finish dates and any changes to contract rates including annual price increases in relation to term contracts which should be calculated in line with the relevant indices e.g. CPI, RPI(X) and LEIA. Notifies contractors of the index linked annual increases to be applied.
18. At final account stage of all contracts ensures that all documentation is on file prior to any audit which may be required. Prepares the file for digital storage and on receipt of stored file ensures retention. Passes copy of final account to Leasehold and Procurement Manager for calculation of any adjustments to major works service charges.
19. Responsible for creating and updating information held on the NPS computer system in relation to all planned, current and past major works and term contracts undertaken in the Division. Liaises with IT section in relation to any amendments which are required to term contract schedules of rates and trade codes which need to be made on NPS, including inputting new schedules, applying contract price uplifts and end of year changes and adding financial and insurance details. Has day-to-day contact with users and corrects any anomalies to NPS in liaison with IT section.
20. Undertakes other duties commensurate with the grade as directed by the Leasehold and Procurement Manager.

**Generic Duties and Responsibilities**

1. To contribute to the continuous improvement of the Borough’s of Wandsworth and Richmond services.
2. To comply with relevant Codes of Practice, including the Code of Conduct, and policies concerning data protection and health and safety. Ensure that adequate and appropriate health & safety risk assessments (display screen equipment, lone workers etc.) are carried out; receives adequate and appropriate H&S training and ensures that all council and departmental health & safety procedures are followed.
3. To promote equality, diversity, and inclusion, maintaining an awareness of the equality and diversity protocol/policy and work 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.
4. To understand the both Council’s duties and responsibilities for safeguarding children, young people and adults as they apply to your role within the council.
5. 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.
6. To carry out any other reasonable duties and responsibilities within the overall function, commensurate with the grading and level of responsibilities of the post.

**Current team structure**

**Head of Programming, Leasehold & Procurement**

MG1(SJE)

**Leasehold and Procurement Manager**

PO6

**Senior Leasehold & Procurement Officer**

(PO3)

**Leasehold and Procurement Officers x 3**

(SO1)

**Senior**

**Consultation Officer**

(PO4)

**Assistant Property & Land Officer**

(PO1)

**Principal Procurement Officer**

(PO3)

**Consultation Officers x 3**

(PO3)

**Principal Programming Officer**

(PO2)

**Finance Officer**

(SO1)

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| **Responsible to: Senior Leasehold and Procurement Officer**  | **Responsible for:**  |
| **Post Number/s: HPC03, HA105, HC150** | **Date: January 2017** |

**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 –

* taking responsibility and being accountable for achieving the best possible outcomes – a ‘can do’ attitude to work
* continuously seeking better value for money and improved outcomes at lower cost
* focusing on residents and service users, and ensuring they receive the highest standards of service provision.
* taking a team approach that values collaboration and partnership working

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| **Requirements** | **Assessed by A &**  **I/ T/ C** |
| **Knowledge**  |
| Some basic knowledge of local authority residential leases and related service charge issues and processes.  | A&I    |
| Some basic knowledge of construction and consultancy contracts and the related procurement processes within a local authority setting (full training in this area of work will be provided)  | A&I |
|  A thorough knowledge of the statutory Safeguarding requirements | A&I   |
| Demonstrate understanding of the equalities issues within the wide range of services of a council committed to addressing these issues. |           A&I |
| **Experience**  |
| Either some experience of procuring works and services within a local authority setting or some experience of issues related to local authority service charges. (full training in this area of work will be provided) | A&I  |
| **Skills**  |
| Excellent planning, organisational and administrative skills with ability to work flexibly under pressure with minimal supervision and able to use initiative in determining relative priorities and meet deadlines | A&I   |
| Effective communication and interpersonal skills with excellent verbal and written skills. |    A&I / T   |
| Ability to demonstrate professional knowledge and judgement in making decisions. | A&I  |
| Good IT skills including use of MS Word and Excel. |     A&I / T   |
| Ability to analyse and interpret financial data Including the calculation of leasehold service charges, indicating a high level of numeracy    |           A&I / T   |
| Able to work as part of a team in order to provide cover, share knowledge and provide advice |           A&I   |
| **Qualifications**  |
| No specific qualifications required |  |