**Job Profile**

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| **Provisional Job Title:**  **Senior Technical Manager (Major Works)** | **Grade**: MG 3 |
| **Section:**  **Major Works Team** | **Directorate:**  **Housing and Regeneration** |
| **Responsible to:**  **Head of Technical Services and Sustainability** | **Responsible for:**  **Technical Manager x 2 (MG1)**  **Project Controllers x 6 (PO4 – PO6)**  **Clerk of Works x 6 (PO3)**  **Project Controller (Acquireds) x 1 (PO4-6)**  **Major Works Surveyor (Acquireds) x 1 (PO4)**  **Technical Support Admin Officer x 1 (SO2)** |
| **Post Number/s:**  **H3009** | **Date: May 2021** |

**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. Responsible for the management, procurement, administration and the delivery of all the major works schemes to the council’s housing stock. This includes Capital and Revenue programmed works, improvement and regeneration schemes and some new build schemes. Acts as principal advisor on all technical matters for the department, ensuring the consistent and strategic approach to the management of the division’s repairing responsibilities. Will provide technical oversight with respect to in house new build developments.

**Specific Duties and Responsibilities:**

1. Responsible for the delivery of capital and revenue repair programme of major repairs, improvement and regeneration schemes to the Council’s housing stock, ensuring that schemes achieve their spend in the appropriate financial year and ensuring the Council’s high-quality standards are achieved. Currently approx. £35m.
2. To identify possible sites for future new build projects
3. Responsible for the supervision and management of a diverse group of multi- disciplined professional consultancy practices who are charged with designing and contract administration of all major works projects to a budget upwards of £35million per annum.
4. Responsible for the control and monitoring of defined revenue budgets. As budget holder for the Technical Team (HMS) directly manages major works section budget which is valued at over £900,000. Ensuring that expenditure matches funding and ensure that appropriate checks and controls are in place. To produce annual and monthly budget plans and financial forecasts.
5. Responsible for the allocation of workloads, preparation of programmes etc. for all staff under the post holder’s control. Responsible for the professional standard of work undertaken by the group and consultants and in this context ensures quality of work and value for money is obtained by the Council, leaseholders and tenants.
6. Oversees the work of the Acquired Properties Group who are responsible for the full contract administration role on smaller schemes with an annual budget of £500,000.
7. Provides regular progress reports to the Head of Programming on each scheme including updating the programme with current cash flow information to enable short- and long-term fee projections to be adjusted. Ensures that all schemes are promptly and accurately invoiced.
8. Investigates new initiatives for building maintenance techniques, 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.
9. Acts as principal advisor on all technical matters for the department, advises all other sections within the department on more complex technical building related matters, ensuring the consistent and strategic approach to the management of the division’s repairing responsibilities.
10. Acts as departmental advisor and has authority to act on the Councils behalf in dealing with all Party Wall Notices received from adjoining private owners and negotiates with their appointed professional advisors on the preparation of Party Wall Awards and related matters. Deals with EWS1 requests.

1. Initiates and analyses surveys of the housing stock to ascertain condition of buildings and amenities. Identifies and diagnoses defects, recommends the remedial work required and prepares both individual capital and revenue schemes and five-year programmes of external redecorations for submission to the Head of Programming for inclusion in the Council’s future programmes.
2. Prepares and retains responsibility for all detailed technical briefs for all approved schemes to enable fee tenders to be sought from approved list of consultants and Constructionline. Responsible for assessing consultants’ fee tenders and making recommendations for appointment.

1. In conjunction with the Leasehold and Procurement Manager assists in the production of tender lists and the preparation of the draft public and OJEU advertisements and assists in responding to related enquiries from consultants and contractors. Will also assist the Leasehold and Procurement Manager in vetting nominated contractors put forward by residents’ associations and leaseholders. Also monitors and reports on the performance of all contractors and consultants used by the department.

1. Liaises closely with the Leasehold and Procurement Manager on all schemes where leasehold service charges are applicable, to ensure all technical documentation is in a form suitable for leasehold consultation and that staff specify schemes to enable the identification of rechargeable elements. Will be involved with indicative and statutory consultation, attending evening meetings as necessary. Supervises any technical responses to any legal action taken by residents in respect of major works schemes be it via the First Tier Land Tribunal or private action and will attend court/tribunal hearings as required. On completion of the works, ensures that the final accounts are audited and passed through to the Deputy Leasehold and Procurement Manager promptly to enable maximum recovery of leaseholder charges.
2. Acts as the department’s co-ordinator for the retention, maintenance and management records retained under the legal requirements of Construction Design and Management Regulations for all technical sections of the Housing and Regeneration Department. Responsible for ensuring record drawings, guarantees, maintenance manuals etc. are all placed on the achieve system.
3. Chairs pre-contract meetings and makes regular site visits and inspections. Responsible for ensuring compliance with all health and safety legislation on sites and within the office. Supervises the administration of contracts and authorises the issue of variation orders, certificates of payment, practical completion and making good defects certificates. Is responsible for awarding extensions of time, issuing of non-completion, deduction of liquidated damages and negotiating at senior level with contractors over claims. Ensures all Council audit requirements are adhered to prior to negotiation, approval and subsequent issue of final certificates.
4. Prepares reports for Committee and responds to all MP and Councillor enquiries and Ombudsman complaints within the post-holder’s area of responsibility. Will attend Committee to present reports and meet with Councillors as necessary. Responds to all Freedom of Information Act requests on issues related to the housing stock.
5. Advises in-house staff, Design Service surveyors and outside consultants on the forms of contract to be used for particular contracts within the housing stock. Consults with solicitors on problems with the interpretation and legal issues arising from dispute, arbitration and liquidation of contracts. Advises the Borough Solicitor on all technical matters of liability for building failures and acts as the Council’s expert witness as required. Is the main adviser to the Area Housing Teams on issues of statutory disrepair providing guidance and training as required.
6. Acts as the lead technical adviser on any issues arising within the shared service and in any joint working with other councils or agencies.

**Generic Duties and Responsibilities**

* To contribute to the continuous improvement of the Boroughs of Wandsworth and Richmond services.
* 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 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.
* 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.
* 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**

* Responsible for the provision of a comprehensive planned maintenance service, the effective management of contractors and the proper operation of the council’s financial regulations. To monitor contractors and consultant’s performance across a range of services and ensure effective enforcement action against failing contractors or consultants, including preparing detailed supporting evidence in cases where termination of a contract is sought.
* To assist the Leasehold and procurement manager in the formulation of specifications for long term repair contracts and review areas where deficiencies in current contracts do not meet service requirements.

* Attends and provides input into the Fire Safety steering group and implements recommendations from the group on Major Works projects including matters arising from fire risk assessments.
* Deals with emergency situations relating to major works projects inside and outside of normal working hours, attending site as necessary. Coordinates the department’s response and initiates appropriate follow-up action, including briefing members and the press office. Implements and supervises safe working practices in accordance with legislation, policy and codes of practice. Undertakes regular risk assessments of both offices and working arrangements as necessary.
* 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.
* Is responsible for the recruitment, management and development of a multi-disciplinary team of professional staff, setting and reviewing performance targets, 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.
* 2 x Technical Managers (MG1)
* 6 x Project Controllers (PO4-PO6)
* 6 x Clerk of Works (PO3)
* 1 x Project Controller (Acquireds) (PO4-PO6)
* 1 x Major Works Surveyor (Acquireds) (PO4)
* 1 x Technical Support Administrator (SO2)

Must be able to work outside the usual working hours as necessary to attend evening meeting both with Members, residents and building professionals, to present schemes through consultation.

**Current team structure – Major Works Team**

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| **Section:**  **Major Works Team** | **Directorate:**  Housing and Regeneration |
| **Responsible to:**  **Assistant director - Housing Management Services** | **Responsible for:**  **Technical Manager x 2 (MG1)**  **Project Controllers x 6 (PO4 – PO6)**  **Clerk of Works x 6 (PO3)**  **Project Controller (Acquireds) x 1 (PO4-6)**  **Major Works Surveyor (Acquireds) x 1 (PO4)**  **Technical Support Admin Officer x 1 (SO2)** |
| **Post Number/s: H3009** | **Date Mar 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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| **Requirements** | **Assessed by A &**  **I/ T/ C** |
| **Knowledge** | |
| Detailed knowledge of legislation relating to building projects to social housing property, including: planning and building regulations, leasehold management practices relating to consultation and the recovery of service charge costs from leaseholders. Up to date knowledge of fire safety legislation. | A &I/T/C |
| Detailed working knowledge of the Party Wall etc Act 1996 | A &I/T/C |
| **Experience** | |
| Several years’ experience of dealing with all types of repair and refurbishment schemes to a wide variety of residential properties (including high rise estates, ancillary buildings and communal areas to social housing estates | A &I/T/C |
| Experience of preparing reports for senior management. | A &I/T/C |
| Experience of preparing and managing budgets. | A &I/T/C |
| Experience of managing a team of multi-disciplinary team of building professionals. | A &I/T/C |
| Experience in preparing tender documentation and being able to act as contract administrator for project from inception through to completion. | A &I/T/C |
| **Skills** | |
| Ability to prepare full and detailed briefs for appointment of consultants and to be able to act as Project controller from inception to completion. | A &I/T/C |
| Ability to closely supervise and manage a group of professional appointed consultants on a wide variety of repair/ refurbishment schemes including new build projects. | A &I/T/C |
| Ability to communicate effectively with senior officers, politicians, residents’ groups, staff members, members of the public and professionals including consultants and contractors. | A &I/T/C |
| Effective communication skills, both written and verbal. | A &I/T/C |
| **Qualifications** | |
| Educated to Degree level in a relevant subject or hold an appropriate Professional Qualification of similar standing (RICS) | A & C |