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

**Job Description**

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| **Job Title:** Project Controller-Building Surveyor | **Grade**: PO3-05 |
| **Section:** Major Works | **Directorate:** Housing and Regeneration |
| **Responsible to following manager:**  **Technical Manager PO6** | **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**

**To manage the allocated building projetcs, ranging from external redecoration of acquired street properties through to major estate wide refurbishements and new build from inception through to completion under a range of standard form contracts.**

**Specific Duties and Responsibilities**

1. Responsible to the Technical Manager (H3003/H3005) and in turn the Senior Technical Manager (H3009) of the Major Works Team for the initiation, implementation and supervision of work projects within the Major Works Capital & Revenue Programmes.
2. Management and supervision of professional external consultants and Design Service ‘in-house’ surveyors assigned to each work project. Ensure effective execution of the workload. Monitors the performance of the consultants and reports as necessary. Supervises all the Clerk of Works allocated to each project.
3. Prepares technical briefs and designs, project programmes and cashflow forecasts for multi interdisciplinary work programmes varying from £25,000 to £10m+ for either in-house or external professional consultants. Ensures close liaison between all involved parties and all disciplines throughout the life of the project.
4. Allocates additional projects directly to previously appointed consultants as instructed by the Senior Technical Manager.
5. Maintains effective financial control of all contracts under his/her supervision. Ensures that the Housing Department achieves cost effective approaches to dual tendered schemes via ensuring the appropriate use of a Cost In Use Calculation. Audits and agrees contractor’s and consultant’s accounts. Recommends agreement of final accounts to the Head of Technical and Programming Services as required.
6. Ensures that all tender documentation is prepared so as to facilitate consultation with leaseholders and the calculation of their Major Works service charges. In conjunction with the Principal Procurement Officer prepare draft advertisement for placing in the trade press and analyse applications received in order to generate a list of potential tenders.
7. Ensures that all appropriate CDM legislation (Pre-construction information) have been prepared and are in place prior to the Housing Department seeking tenders and prior to works commencing on site as appropriate.
8. Ensure that all relevant statutory approvals have been obtained prior to the commencement and that a satisfactory Construction Phase Health and Safety Plan has been approved by the Principal Designer and is in place before the contractor takes possession of site.
9. Attends pre-contract consultation meetings with residents and prepares details of proposed schemes, whether designed in-hour or by external consultants. Will be required to visit residents in their own homes to resolve complaints.
10. Make regular visits to active construction sites to monitor progress, quality of work and Health and Safety matters. Attend regular site meetings.
11. As required, provides technical advice and assistance to all members/Managers of the Area Technical Teams.
12. Where required, on in-house work;

* Carry out surveys.
* Prepares drawings, specifications and estimates.
* Liaises with and obtains approvals from statutory authorities. Liaises with officers in other departments.
* Site supervision and issue of variation orders.
* Preparation of interim valuations and final accounts.
* Prepares list of defects.
* Preparation for approval and issues of all certificates and other documentation to comply with contract conditions and approved procedures.
* Liaise with Principal Designer and/or other specialists during scheme development and implementation.

1. Prepares party wall notice and arranges ensuing procedures.
2. Adheres to the Council’s Standing Orders, Codes of Practice, tender and contract precures ensure references are provided for contractors and consultants.
3. Complies with all Health and Safety legislation and ensures receive of Health and Safety file upon completion of the contract including record drawings, guarantees and maintenance manuals.
4. Deals with correspondence from members, residents, resident organisations and officers on matters relating to allocated major works projects.
5. Make regular reports to the Head of Technical and Programming on the programming of revenue funded works, capital works and special funded works.
6. If required maintain a detailed log to enable time charges to be calculated from additional duties.
7. To be fully aware of an understanding the duties and responsibilities arising from the Children Act 2004 and Working Together in relation to child protection and safeguarding children and young people as this applied to your role within the Council.
8. To also be fully aware of the principles of safeguarding as they apply to vulnerable adults in relation to your work role.
9. To ensure that your line manager is made aware and kept fully informed of any concerns which you may have in relation to safeguarding and/or child protection.
10. Chairs Pre-contract Meetings, attendance at monthly site meetings and regular attendance on site to monitor the schemes progress. Where appropriate attend site meetings with residents/Residents Associates during works on site. On occasions meetings may be outside of normal working hours.
11. Should be aware of any must comply with the Council’s Safety Policy at all times.
12. Attends meetings with members of the Council, resident groups and panels or committees as required.

**Additional Duties at P04**

1. Represents the Council at Leasehold Mediation, First Teir Tribunals and Lands Tribunal hearings on all appropriate matters relating to Major Works projects.
2. Maintains contact links with the Leasehold Services section and assists with all necessary consultations whether statutory i.e. Section 20 or Council procedures.
3. Acts as the Housing Department’s main point of contact and lead officer on any development site where the Housing Department has a control agreement on the proposed development.
4. Acts as lead officer in the identification, feasibility, preparation and procurement of the Council’s ‘Hidden Homes’ initiative and new Housing Development Schemes.

**Additional Duties at P05**

1. Deputises for the Senior Technical Manager and Technical Manager in his/her absence.
2. Assist as the Senior Technical Manager and Technical Manager in the programming and preparation of in-house schemes.

**Specific Duties and Responsibilities**

**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.

**Person Specification**

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| **Job Title:** | **Grade**: |
| **Section:** | **Directorate:** |
| **Responsible to:** | **Responsible for:** |
| **Post Number/s:** | **Last Review Date:** |

**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**

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| **Job Title:** Project Controller | **Grade:** PO3-05 |
| **Section:** Major Works | **Department:** Housing and Community Services |
| **Responsible to (job title, grade):**  **Terchnical Manager PO6** | **Date:** 5th March 2019 |
| **Post No(s):** |  |

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| A – Application form (for shortlisting) I – Interview T – Test C – Certificate (original evidence) | |
| **Requirements** | **Assessed by A & I/T/C** |
| **Knowledge** | |
| A working knowledge and awareness of Health & Safety and Housing legislation on major works projects. | I |
| **Experience** | |
| Previous experience of supervising multi-disciplinary major works projects, including the role of contract administrator.  Experience of managing consultants and contractors.  Experience of preparing detailed specifications and managing contracts on-site from inception to completion.  Experience of dealing with the public both face to face and on the telephone.  Ability to give verbal presentations e.g. when dealing with residents at public meetings.  Ability to write clear and concise memos, letters and reports including technical reports.  Experience in using basic IT – Word, Excel, email etc. | A/I  A/I  A/I  A/I  A/I/T  A/I/T  A/I/T |
| **Skills** |  |
| Ability to prepare technical briefs, appraisals and technical reports for schemes.  Evidence of ability to manage workload with minimum supervision and work to strict deadlines.  Must be able to demonstrate an understanding of the Council’s Equal Opportunities policy.  Ability to work as part of a team.  Ability to maintain financial control on projects. | A/I  A/I  A/I  A/I  AI |
| Qualifications | |
| A relevant qualification and sound knowledge of building surveying with particular experience of maintaining residential properties ranging from Victorian street properties through to High rise system built properties. | A/I/C |
| **Special Requirements** | |
| Must be able to attend evening meetings when required. | A/I |

**A – Application form / CV**

**I – Interview**

**T – Test**

**C – Certificate**