



**SWINDON**  
BOROUGH COUNCIL

## Role Profile

<b>Job Title: Planned Improvement Works - Commissioner</b>	<b>Role Profile Number:</b>
<b>Grade: R</b>	<b>Date Prepared: March 2019 Amended: June 2021</b>
<b>Directorate/Group: Communities and places</b>	<b>Reporting to: Planned Works – Improvement Delivery Manager</b>

### Job Purpose

- The post holder will be part of a team that delivers capital and planned maintenance projects to our customers across the Borough of Swindon
- The preparation and brief of; the technical design and specification, invitation to tender and contractual documentation and where required the procurement and administration of the construction contract through to completion
- Manage discreet tendering projects, ensuring timely activity and placement of contracts to meet operational requirements
- Active communication and the involvement of internal and external stakeholders, housing tenants and leaseholders is a pre-requisite to success

### Key Accountabilities

- Delivery of the capital and planned maintenance investment projects
- To prepare feasibility studies, develop new initiatives and concepts and produce detailed specifications, drawings and design solutions for modernisation and improvement projects within the capital investment program that comply with the latest planning, health and safety and building regulations requirements including obtaining all necessary permissions
- Carry out all forms of building surveys including, condition surveys, schedules of condition, dilapidation surveys, and structural surveys including preparation of written reports
- Ensure expenditure is managed within the available budget and in accordance with level of delegated authority and the Councils financial regulation
- Ensure all building work is carried out in accordance with the latest Health and Safety in construction design and management Regulations
- Ensure the performance is managed to ensure a high level of customer satisfaction is achieved
- Prepare reliable and detailed programs of works
- Provide a value for money service which meets customer expectations

- Services are efficient, continually improving and responsive to our customers and tenants changing needs
- Ensure that key performance indicator targets are met and a high quality customer focused service is delivered to the customer
- Attend meetings with tenants, leaseholders and building users as requested and provide advice as necessary
- Participate in equality and diversity training, information briefings and events as and when required as part of continuous professional development
- Participate in continuous professional development
- Promote equality and diversity best practice in all areas of work
- Ensure any identified personal training needs are discussed with your line manager including being appraised in accordance with the Council's development and appraisal scheme
- Work in accordance with the provisions of the Health & Safety at Work etc. Act 1974 and the Management of Health & Safety at Work Regulations 1999 including taking reasonable care so as not to endanger yourself or other persons whilst at work. You must also co-operate with the Council to enable it to comply with its statutory duties for health and safety
- Work in accordance with training or instructions given, making proper use of any personal protective equipment provided and informing your manager of any hazardous situations or risks of which you are aware. Ensure you undertake responsibilities relating to your position as detailed within your Directorate Health and Safety Policy
- Answering any correspondence from tenants and leaseholders, tenant's representatives, Members of the Council and Members of Parliament with respect to capital and planned maintenance works
- Attend public meetings with tenants, leaseholders and building users both during and out of normal office working hours and at weekends including preparing and presenting reports and briefings at such meetings
- Provide evidence to the Health and Safety Executive, Police and Judiciary in respect of relevant issues including attending Court as a witness on behalf of the Council

### **Supplementary Accountabilities**

- Promote locality working and support tenant and leaseholder groups
- Promote customer care, equality and diversity best practice
- Attend information events and meetings outside normal office working hours and at weekends as and when required
- Chair meetings and represent the property managers as and when required.
- Deputise for other project managers to ensure essential service delivery cover is maintained
- Participate in continuous professional development

NOTE: This job description is intended as a general guide to the duties attached to the post and is not an inflexible specification. It may therefore be altered from time to time to reflect the changing needs of the department, always in conjunction with the post holder.

### **Knowledge & Experience**

*Candidates must have substantial knowledge and experience in the following areas of business and will be*

*required to provide evidence of this:*

- 4 years' experience of procuring and delivering capital and planned maintenance
- Experience of E-procurement via tendering or competitive bidding process
- Significant experience of managing budgets
- Detailed knowledge of construction health and safety, and the duties of the 2015 Construction Design and Management (CDM)
- Experience in the use of auto-cad for design drawings
- Detailed knowledge of planning, listed building consent and building regulation legislation
- Detailed knowledge of relevant legislation and good practice
- A proven commitment to partnership working and engaging service users in service development
- Ability to work efficiently and develop new working practices through continuous development
- Ability to meet deadlines
- Detailed knowledge of current Control of Asbestos Regulations/ Legislation
- Building Pathology - identify deterioration, diagnostic and intervention solution

### **Qualifications**

- HNC in Building Studies or demonstrated equivalent experience
- Accredited qualification of Auto-cad or equivalent drawing packages and/or demonstrated experience
- Current driving licence
- Accredited Qualification in Health and Safety or demonstrated equivalent experience

### **Decision Making**

- Diagnosing and recommend solutions for project delivery on capital and planned maintenance works
- Deciding on most cost effective solution to carry out contract delivery
- Approving expenditure and manage programmes within budget
- Initiating corrective action for poor performance by contractors

### **Creativity and Innovation**

- Identifying and introducing service improvements
- Flexibility in delivering of projects and capital and planned maintenance programmes.
- Producing communication presentations and articles

<p><b>Job Scope</b></p> <p><b>Number and types of jobs managed</b></p> <ul style="list-style-type: none"> <li>• No direct staff responsibilities</li> <li>• Key accountability for forming and maintaining professional relationship with the supplier partnership for delivery of contracts</li> </ul> <p><b>Typical tasks supervised/allocated to others</b></p> <ul style="list-style-type: none"> <li>• Pre-inspection of work orders</li> <li>• Production of work orders</li> <li>• Post inspection of completed work orders</li> <li>• Payment of completed works orders</li> </ul>	<p><b>Budget Holder</b></p> <p><b>Responsibility</b></p> <p><b>Asset Responsibility:</b></p>	<p>No</p> <p>No</p> <p>Council owned property</p>
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**Contacts and Relationships**

*(How the role relates to the work of others i.e. officers, groups, committees, general public, members, partner organisations, internal and external contacts of the council)*

- Maintaining good relations with tenants and leaseholders of Council owned property
- Working in a collaborative manner with premises managers of operational Council owned property and tenant and leaseholder representative groups to help solve complex property challenges
- Giving specialist and general property advice to local Councillors and Members of Parliament
- Producing policies, standard letters, written reports, presentations and form templates

**Other Key Features of the role**

*(Working environment / emotional / conditions i.e. regular outside work, unpleasant or hazardous conditions, practical demands such as standing, carrying or working in constrained positions, potential verbal abuse and aggression from people, or risk of injury)*

- Telephone and face to face dealings with tenants and leaseholders who are complaining about poor service delivery
- Managing and negotiating contractual claims with contractors
- Ability to make site visits to inspect building premises throughout the Borough
- Working at height, ladders and scaffolding
- Working in confined spaces such as roof spaces and basements

<b>Employee Signature:</b>	Print Name:
<b>Date:</b>	
<b>Line Managers Signature:</b>	Print Name:
<b>Date:</b>	

