

Job Description

SECTION ONE – POST TITLE & SERVICE AREA

Post Title:

Senior Adaptations Technical Officer

Service Area: Housing**Grade:** SCP 29-32**Post Number:**

SECTION TWO – MANAGEMENT RESPONSIBILITIES

Responsible to:

Private Sector Housing Manager

Responsible for:

Adaptations Technical Officers

SECTION THREE – PURPOSE OF THE JOB

- To contribute to the delivery of a disabled adaptations service for private sector residents in North Northamptonshire predominantly in the Kettering and East Northants localities, through the distribution of Disabled Facilities Grants.
- To act as contract administrator for all disabled adaptations carried out for private sector housing clients qualifying for a Disabled Facilities Grant from the Council.
- To contribute to the development and implementation of cross-cutting initiatives, in line with the Council's "One Team" philosophy.

SECTION FOUR – PRINCIPAL RESPONSIBILITIES

- To line manage the Adaptations Technical Officers
- To provide one to one supervision to the Adaptations Technical Officers
- To undertake coaching, mentoring and appraisals.
- To ascertain training and development needs and devise appropriate training programmes for the Adaptations Technical Officers.
- To recognise and reward staff for excellent performance and deal effectively with poor performance.
- To assist the Private Sector Housing Manager to review and update procedures for the service.
- To assist the Private Sector Housing Manager to ensure that policies and procedures are implemented so that decisions affecting service users are legal, fair and consistent.
- To assist the Private Sector Housing Manager to investigate and respond to complaints made against the Grants service area.
- To act as contract administrator for all disabled adaptations carried out for private sector housing clients qualifying for a Disabled Facilities Grant from the Council.
- To visit clients in their own homes to discuss their needs and advise on adaptations available to them in conjunction with the Occupational Therapy Service.
- To prepare schedules of work, specifications and drawings, as appropriate, taking into account the recommendations of the Occupational Therapist, as well as the client's own needs and wishes.
- To liaise with external consultations, including architects, engineers, solicitors, banks, building societies, the Occupational Therapy Service, social workers and voluntary organisations where necessary to make timely progress with cases.
- To obtain quotations from approved contractors and/or contractors requested by clients, complete evaluations and make recommendations accordingly.
- To administer tendering exercises and evaluate tenders where applicable.
- To co-ordinate and submit applications for planning permission and building regulations approval where appropriate.
- To keep the client informed on progress with their adaptation.
- To ensure that proper contractual arrangements have been made between the client and the contractor.
- To monitor works to ensure that they are carried out to the approved standard, and act on the client's behalf in any negotiations while the contractor is on site.
- To monitor expenditure against agreed contracts, making recommendations for payment when necessary.
- To carry out final inspections once works have been completed to ensure that the works are to the required standard and to the client's satisfaction.

- To ensure that any defects are remedied within the defects liability period.
- To check and authorise final accounts, advising both the client and contractor on arrangements for payment.
- To maintain case files in accordance with the Council's procedures and to update related computerised records.
- To operate in line with the Council's policies and procedures for the administration of Disabled Facilities Grants to private sector clients.
- To ensure that all statutory requirements, standing orders, contract regulations, financial regulations and other relevant requirements are adhered to.
- To work to agreed performance targets and contribute to the development of continuous improvement in delivery of the Council's Private Sector Housing services.
- To undertake other duties, which are commensurate with the salary, skills, knowledge and experience of this post, as and when required by the Assistant Director, Housing and Communities.

SECTION FIVE – MAIN LEVELS OF CONTACT

Internal – All teams within the Housing Unit, Development Services, Legal Services, Finance and Corporate Development, Customer Services and Information, Members of the Council.

External – Owner Occupiers and Private Tenants, Occupational Therapists, Social Workers, Housing Associations, Private Landlords, Building Contractors, Specialist Equipment Suppliers, Banks, Building Societies, Architects, Solicitors and other voluntary and statutory organisations.

SECTION SIX – SPECIAL FEATURES OF THE POST

The concept of team working means that a flexible approach to work areas is required from the post holder. The work areas identified above are not exhaustive and only represent current principal tasks. The post holder may be required therefore to carry out other such duties as the Head of Housing may determine from time to time. However, the level of responsibility of such duties will not exceed the responsibility levels of the above.

SECTION SEVEN – DOCUMENT CONTROL

Job description prepared by: John Conway

Date:

Approved by: (Human Resources)

Date:

Agreed by: (Post holder)

Date:

Person Specification

Attributes	Essential	Desirable	How identified
Relevant Experience	<p>Minimum 2 years experience of working in building surveying with a local authority housing department, housing association or other housing related field</p> <p>Experience of staff management and development</p>	<p>Previous experience in the management of aids and adaptations schemes</p> <p>Experience of conducting staff appraisals</p> <p>Experience of complaint handling</p>	Application form and interview
Education & Training	Hold a relevant professional qualification, degree or equivalent capability		Application form and certificates
Special Knowledge & Skills	<p>Up to date knowledge of building construction, health and safety, contract law, and building control procedures</p> <p>Knowledge of procurement processes including arranging and supervising contracts</p> <p>Good verbal and written communication skills, with an ability to write clear and concise reports and letters on complex issues</p> <p>Good numeracy skills with an ability to monitor and control project expenditure.</p> <p>Ability to organise and prioritise own workload</p> <p>Ability to successfully operate in a multi-disciplinary and develop good working relationships with colleagues.</p> <p>Good IT and keyboard skills, including the ability to use Microsoft Office</p> <p>Experience of using AutoCAD</p>	<p>Previous experience of working with vulnerable households</p>	Application form, interview and test

Additional Factors	Customer focused with a caring and sensitive approach Commitment to equal opportunities Commitment to continuous improvement Full driving licence and access to a car for work Willingness to work outside normal office hours as necessary This post will be subject to a Disclosure and Barring Service check		
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