

## **JOB DESCRIPTION**

**Directorate:** DCEX – Deputy Chief Executive

**Division:** Asset Management & Development

**Post No & Job Title:** T79 - Modernisations Manager

**Grade:** Grade12

**Responsible to:** T72 - Capital Works Manager

**Responsible for:** T77 & T123 Modernisations Officers, T75 Tenant Liaison Officer, T116 & T132 Modernisations Assistants

**Main purpose of the job:** To assist in the management of the Capital Works section through effective management of the modernisations team, to provide efficient and effective council housing and public building services with a particular emphasis on the delivery of improvements to the Council's housing stock and the CDM Regulations.

### **Main Duties and Responsibilities:**

1. Assist with the financial monitoring, planning co-ordination, direction, control and progress of the Capital Works Team.
2. Ensure a proactive approach to modern procurement of Capital Works, including consideration of: form/type of procurement, liabilities, payment mechanisms/incentivisation, selection of contractors/partners, preparation of contract documentation, supervision, workmanship, certification, Council requirements, consequences of chosen procurement path etc. All in compliance with the Council's policies, procedures and standing orders.
3. Comply with all professional, legal and financial requirements relevant to the post holder's duties, including compliance with statutory Health and Safety legislation in relation to employees, consultants, contractors and building users.
4. Assist the Capital Works Manager and other directorates with the preparation and control of capital and revenue budgets and expenditure. As part of this process consider the demands of separate projects with conflicting deadlines and priorities. Develop and implement dynamic project delivery plans.
5. Undertake performance monitoring of overall standards, including; response times, quality of work, satisfaction and cost.

6. Assist with the preparation of technical reports, giving specialist assistance and advice with the preparation of budget estimates and reports for Members.
7. Oversee and control the procurement, design, supervision and valuation of the Authority's council housing modernisation programmes. Assess and manage outcomes of ongoing decision making to allow multiple project completion.
8. Take a lead role in the development, maintenance and operation of Asset Management plans by interpreting, developing and maintaining stock condition databases and by advising on planned maintenance schemes, programmes and priorities, and future financial requirements.
9. Act as the Council's advisor in relation to required mandatory duties under the CDM Regulations 2015. Duties can include (but not limited to) The following
  - a. Give suitable and sufficient advice and assistance to clients in order to help them to comply with their duties, in particular the duty to appoint competent designers and contractors; and the duty to ensure that adequate arrangements are in place for managing the project;
  - b. Notify HSE about the projects;
  - c. Co-ordinate design work and advise on the suitability of the designs ,planning and other preparation for construction where relevant to health and safety;
  - d. Identify and collect the pre-construction information and advise the client if surveys need to be commissioned to fill significant gaps;
  - e. Promptly provide in a convenient form to those involved with the design of the structure; and to every contractor (including the principal contractor) who may be or has been appointed by the client, such parts of the pre-construction information which are relevant to each;
  - f. Manage the flow of health and safety information between clients, designers and contractors;
  - g. Advise the client on the suitability of the initial mobilisation plans and the arrangements made to ensure that welfare facilities are on site from the start;
  - h. Co-ordinate the production or updating of a relevant, user friendly, health and safety file suitable for future use at the end of the construction phase.
10. Provide information for the calculation of leaseholder service charges and take a lead in the resolution of disputes over cost and recharges.
11. Assist with the management and supervision of the Capital Works section as required by the Capital Works Manager.
12. Deputise for the Capital Works Manager as required.

13. Provide assistance to the Projects section as required by the Capital Works Manager.
14. Represent the work of the Capital Works Section and wider organisation both internally and externally through internal management meetings, stakeholder forums, benchmarking groups and the like.
15. Proactively participate in partnership working with tenants, building users, contractors, consultants, external agencies and the voluntary sector to ensure the best possible outcome for the Council's service provision.
16. Investigate complaints and enquiries including matters for legal advice such as compensation and insurance claims. Manage all appropriate correspondence. This can include conflict and resolution strategies to work towards satisfactory outcome for stakeholders and end users.
17. Implement Council policy in respect of employment, recruitment and selection, training, discipline, attendance management and health & safety within the section including directly reporting team members.
18. Identify and assist with training and development of employees within the Section.
19. Carry out site visits for surveys and inspections for various building types and conditions. This will include working in inclement weather conditions, and on live construction sites and will sometimes require the use of access equipment such as scaffolding at height. Access to a private car for business purposes whenever required.
20. Carry out any other duties that are within the scope and grading of the post which could also be requested by the line manager or Head of Service.

### **DESIGNATED CAR USER**

A designated car user status has been attached to this post.

### **SPECIAL CONDITIONS**

Duties may include attendance at evening meetings and/or work outside normal office hours.

### **RESTRICTIONS**

This is not a politically restricted post.

This post is subject to exemption with reference to the Rehabilitation of Offenders Act 1974.

### **NOTE**

The above job description sets out the main responsibilities of T79 – Modernisations Manager, but should not be regarded as an exhaustive list of the duties that may be required. As duties and responsibilities change and develop the job description will be reviewed and be subject to amendment in consultation with the post holder during the

## Personal Development Review process.

All employees are expected to maintain a high standard of service delivery and to uphold the Council's policies in accordance with equality and diversity standards, and health and safety standards, and to participate in training activities necessary to their job.