



# Role Profile

## HOUSING TECHNICAL OFFICER (PROJECTS AND MAJOR WORKS)

Reference No.	SS2313	Type	Individual
Service	Housing		
Job Family	Para Professional 4	Grade	FC6

### Purpose

To assist the Lead Officer (Projects and Major Works) in the achievement of programmes in relation to EESSH. To ensure current policies regarding repairs, maintenance and capital programmes are adhered to.

<b>Task or Responsibility</b> - For this role, there is an expectation that all, or a combination, of the following will be undertaken:	<b>Person Specification: Skills, Knowledge, Qualifications or Experience</b> - Criteria can apply to more than one task or responsibility	<b>E</b>	<b>D</b>
Support delivery of the Housing Investment Programme	SVQ3 in housing or health and social care or equivalent relevant qualification	✓	
Provide technical guidance to area teams directly or signpost to appropriate sources (e.g. Property, Building Services)	A knowledge of housing policies and practices	✓	
Carry out property condition surveys relating to acquisitions to identify major works required	Clear understanding of council obligations in respect of EESSH	✓	
Prepare specifications and briefs for major projects, outline work to be undertaken, obtain Architectural or Engineering input where appropriate.	Previous stock survey experience		✓
Order work by use of appropriate systems and tender procedures	Ability to work alone to meet deadlines (Deliver results – See ‘How We Work Matters’ Framework)	✓	
Supervise major works to completion ensuring that	Experience of partnership working (Working together)		✓

E = Essential Criteria    D = Desirable Criteria

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Health and Safety, Building Regulations and CDM regulations are adhered to			
Process appeals relating to rechargeable repairs	Experience of direct customer contact (Focus on Customers)		✓
Input information to update housing's stock condition database	Strong communication skills	✓	
Undertaking all other duties as required for the role. Duties will be in line with the grade.			

<b>Additional tasks or responsibilities</b> – this is a generic role, however this particular job may also require you to undertake the following:			
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<b>Job Title (Specialists Tasks)</b>			

<b>Type of Protection of Vulnerable Groups Scheme (PVG Scheme) or Disclosure Check required</b>
<b>Before confirming appointment:</b> You may be required to obtain PVG scheme membership or a Disclosure check. Please refer to the job advert for clarification of the specific requirement.

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**Additional Information** – the following information is available:

- Skills Framework (if applicable)
- **How** we work matters

**Expected Behaviours** – It is essential that you display the following behaviours as they are expected of all our employees:

- Take Ownership
- Focus on Customers
- Work Together
- Embrace Technology & Information
- Deliver Results