



Role Profile

Programme Officer			
Reference No:	A5529		
Service:	Building Services		
Job Family:	Project Management	Grade:	FC7

Purpose
The primary function of this post is to carry out the role of Contract Administrator and manage a Programme of Improvement Works to Council Housing Stock, delegate technical design solutions as required. Continuous monitoring of the programme and reporting progress of each element from inception to completion.

Task or Responsibility - For this role, there is an expectation that all, or a combination, of the following will be undertaken:	Person Specification: Skills, Knowledge, Qualifications or Experience - Criteria can apply to more than one task or responsibility	E	D
Manage a Programme of Improvement Works, liaising with relevant Stakeholders to ensure information is accurate, identify and progress elements where design input is required, liaising with design teams/consultants and contractors where appropriate.	<p>Educated to SCQF level 7, which includes an HNC in an appropriate discipline, or equivalent</p> <p>Qualified with an Ordinary Degree in an appropriate discipline, or equivalent, or holding Technician Membership of a relevant Institution</p> <p>Ability to work in a multi-disciplinary team</p> <p>Good written and oral communication</p> <p>Ability to provide a regular and effective service</p>	<p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p>	<p>✓</p>

	<p>IT / computer skills (specifically excel and MS Project)</p> <p>Team Working skills</p> <p>Experience of working to tight deadlines</p> <p>Good attention to Detail</p> <p>Knowledge of design and construction industry issues, legislation and practice</p>	<p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p>	
Adopting a systematic and timely approach to preparing/completing programme documentation	Self-motivating, able to work on own initiative and liaise effectively with key staff operating in a multidisciplinary environment, including consultants	✓	
Understanding of statutory legislation, regulations and industry codes of practice and standards applying to the construction process. (e.g. Town Planning Acts, Building Standards Legislation, Eurocodes, etc).	<p>Knowledge of Planning Regulations</p> <p>Have a good working knowledge of construction and CDM Regulations</p>	✓	✓
Work as Contract Administrator, influencing, monitoring and reporting on project progress - including time, cost and quality parameters - and identifying / addressing risks & issues from inception through to completion.	<p>Experience in all aspects of Design / Contract Administration process from inception to completion</p> <p>Experience of working with other professional disciplines</p> <p>Ability to progress project work from inception to completion on own initiative</p>	<p>✓</p> <p>✓</p> <p>✓</p>	
Liaise with Clients and Contractors on progress throughout the programme, prepare KPi information for clients as required. Continuous progress monitoring throughout the programme to ensure effective delivery of elements ensuring delivery is on time and on budget.	<p>Effective communication skills</p> <p>Experience preparing and analysing KPi information</p> <p>Budget Management Skills</p>	<p>✓</p> <p>✓</p> <p>✓</p>	

Ensure compliance with relevant legislation, regulations and the Council's and Property Service's policies on Health and Safety and codes of practice.	Experience in the application of commonly used British and European guidance standards and the CDM Regulations (or equivalent)		✓
	Experience in the application of Fife Council's codes of practice		✓
Carry out other tasks within the general scope of the post as may be allocated from time to time.	Evidence of Continuous Professional Development	✓	
	Ability to react to or implement change	✓	
Comply with the Councils Scheme of Administration and Standing Orders. Contribute to the achievement of the Council's corporate aims and values.	Ability to advise other members of team on technical and contractual matters	✓	
	Demonstration of the attributes required to provide a regular and effective service	✓	
Undertaking all other duties as required for the role. Duties will be in line with the grade.			

Additional tasks or responsibilities – this is a generic role, however this particular job may also require you to undertake the following:			
Task or Responsibility - For this role, there is an expectation that all, or a combination, of the following will be undertaken:		E	D
Job Title (Specialists Tasks)			
N/A			

Type of Protection of Vulnerable Groups Scheme (PVG Scheme) or Disclosure Check required

Before confirming appointment: 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.

Additional Information – the following information is available:

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

Expected Behaviours

Every council employee is expected to lead the way by making decisions and behaving in ways that uphold our community commitments and values.

Please refer to How We Work Matters Guidance to learn more.