

Job Description

Capital Programme Officer (Basic Need) Grade 10

Service:	Asset Management	Team:	Capital Programme Team
Location:	Preston County Hall		
Salary range:	£41,496 - £46,549	Grade: 10	
Reports to:	Capital Programme Principal	Staff responsible for:	1

Job Purpose

The Asset Management Service provides strategic management of the county council's property portfolio (schools and operational buildings) to ensure that the organisations buildings enable the delivery of corporate priorities and service objectives. This comprises in the region of 600 schools and 450 operational buildings.

Reporting to the Capital Programme Principal, a highly experienced Capital Programme Officer is required to work in the Capital Programme Team within the Asset Management Service.

Accountabilities/Responsibilities

The role - Assist in the development and delivery of school's capital programmes to enable the County Council to meet its statutory duty to provide sufficient school places as an education authority.

Development of non-school's capital programmes (Homes for Older People, Children & Adults Residential Service).

To identify and implement improvements in the systems and processes that are used to deliver capital programmes and support the wider Capital Programme Team in the delivery of its service objectives.

Utilising and analysing the collected data to compile and deliver capital programmes of work.

Identifying and implementing improvements in the way the service is delivered.

Using your detailed knowledge of construction related health and safety matters to inform decision making.

Using your understanding of buildings and premises and experience of managing multiple disciplinary project teams across a property portfolio to deliver service objectives.

Skills and experience:

- An understanding of buildings and premises and experience of managing multiple disciplinary project teams across a property portfolio.

- An understanding of the operation of schools and school buildings and the application of Department for Education Design Guides and Building Bulletins.
- Experience in developing briefing documents for strategic and complex building projects.
- A good understanding and experience of programme and project management on all types of buildings and the use of appropriate construction methods and techniques; especially new build, extensions, maintenance, refurbishment and lifecycle management of school / public buildings.
- Experience of working with or within local authorities, schools and public buildings.
- Experience of working with multi stakeholders (internal and external to the organisation).
- Experience of and a practical understanding of programme and project management on new and existing buildings and premises.
- Experience of project commissioning including developing business cases, feasibility studies, variation management, cost management and handover.
- Ability to organise and manage time and prioritise work effectively whilst delivering a number of programmes, projects and strategic objectives.
- Good negotiation and influencing skills at an appropriate level in order to achieve required results.
- Experience and knowledge of asset management principles.
- Experience of utilising reporting tools and programmes.
- Experience of working independently with relevant specialised systems, equipment and/or
- IT software packages.

Other

Essential: A relevant professional or technical qualification to degree level or equivalent (e.g. Building Surveying, Building Services Engineering project management, quantity surveying, construction or relevant subject matter)

Desirable: Qualified MRICS – Chartered Member – Royal Institution of Chartered Surveyors or other recognised Construction/Property organisation.

Essential: This is an essential car user post, you will be required to provide a car for use in connection with the duties of this post and must be insured for business use. In certain circumstances consideration may be given to applicants who, as a consequence of a disability, are unable to drive.

Essential: Attendance at public and stakeholder meeting as required that may fall outside contracted working hours.

- **Equal Opportunities**

We are committed to achieving equal opportunities in the way we deliver services to the community and in our employment arrangements. We expect all employees to understand and promote this policy in their work.

- **Health and safety**

All employees have a responsibility for their own health and safety and that of others when carrying out their duties and must help us to apply our general statement of health and safety policy.

- **Customer Focused**

We put our customers' needs and expectations at the heart of all that we do. We expect our employees to have a full understanding of those needs and expectations so that we can provide high quality, appropriate services at all times.

Our Values

We expect all our employees to demonstrate and promote our values:

- **Supportive**

We are supportive of our customers and colleagues, recognising their contributions and making the best of their strengths to enable our communities to flourish.

- **Innovative**

We deliver the best services we possibly can, always looking for creative ways to do things better, putting the customer at the heart of our thinking, and being ambitious and focused on how we can deliver the best services now and in the future.

- **Respectful**

We treat colleagues, customers and partners with respect, listening to their views, empathising and valuing their diverse needs and perspectives, to be fair, open and honest in all that we do.

- **Collaborative**

We listen to, engage with, learn from and work with colleagues, partners and customers to help achieve the best outcomes for everyone.

**Person Specification (Grade 10 –
Technical/Professional) Requirements**

Qualifications:

1. A relevant professional or technical qualification to degree level or equivalent (e.g. Building Surveying, Building Services Engineering, Project Management, Quantity Surveying, construction or relevant subject matter)
2. Qualified MRICS – Chartered Member of the Royal Institution of Chartered Surveyors or other recognised Construction/Property professional organisation.

Essential (E)
or
Desirable (D)

Identified by
Application Form (A)
or Interview (I)

Experience:

3. Experience of prioritising and managing capital programmes of work across a varied portfolio.
4. Experience of analysing survey data to identify priority works and inform the development of the schools and corporate property capital investment programme.
5. A good understanding and practical experience of programme and project management on all types of buildings and the use of appropriate construction methods and techniques; especially new build, extensions, maintenance, refurbishment and life cycle management of school / public buildings.
6. Experience of managing a team of professional staff.
7. Experience of Department for Education (or equivalent) condition surveys methodology.
8. Experience in developing capital programmes which are data driven.
9. Experience of working with or within local authorities, schools and public buildings.
10. Experience of working with multi stakeholders in different operational areas (internal and external to the organisation).
11. Experience and knowledge of asset management principles.
12. Experience of utilising reporting tools and reporting on programmes of work.

Knowledge and Skills:

13. Ability to work independently with relevant specialised systems, equipment and/or IT software packages.

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| 14 | Ability to organise and manage time and prioritise work effectively whilst delivering a number of programmes, projects and strategic objectives. | | |
| 15 | Good negotiation, influencing and communication skills at an appropriate level in order to achieve required results. | E | A, I |
| 16 | Comprehensive understanding of all existing Policy and Procedures in the service area and application in a changeable and challenging environment | E | A, I |

Other (including special requirements)

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| 17 | Commitment to equality and diversity | E | I |
| 18 | Commitment to health and safety | E | I |
| 19 | Display the LCC values and behaviours at all times and actively promote them in others | E | I |