CITY OF BRADFORD METROPOLITAN DISTRICT COUNCIL

JOB PROFILE

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| **DEPARTMENT: Corporate Resources** | **SERVICE GROUP: Built Environment** | |
| **POST TITLE: Works Officer (Projects)** | **REPORTS TO: Projects & Planned Team Manager** | |
| **GRADE: PO3** | | **SAP POSITION NUMBER: 50077591**  **11008029** |

The following information is furnished to help Council staff and those people considering joining the City of Bradford Metropolitan District Council to understand and appreciate the general work content of their post and the role they are to play in the organisation. The duties and responsibilities highlighted in this Job Profile are indicative and may vary over time. Post holders are expected to undertake other duties and responsibilities relevant to the nature, level and scope of the post and the grade has been established on this basis. For posts where employees speak directly to members of the Public the post holder is required to demonstrate their ability to speak fluently in English.

As a candidate you will be expected to demonstrate your ability to meet the special knowledge, experience and qualifications required for the role by providing evidence in the application form for the purpose of shortlisting. Applicants with disabilities are only required to meet the essential special knowledge requirements shown by a cross in the end column of this section.

The employee competencies are the minimum standard of behaviour expected by the Council of all its employees and the management competencies outlined are those relevant for a post operating at this level within our organisation.

Both sets of competencies will be used at interview stage and will not be used for short listing purposes.

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| **Key Purpose of Post:** | |
| Responsible for managing projects with a value of up to £7 million to over 1200 active Authority buildings. Ensuring works are carried out to the highest possible standards consistent with the contract specification and conditions.  Ultimately responsible for managing site from set up to completion and ensuring safe working practices for all persons on site which includes Operatives, Surveyors and other Professionals.  Extensive knowledge of current UK Legislations is required and be able to advise on changes in legislations ensuring that projects are maintained under approved codes of practice. Adhere to Council Policies, Statutory Regulations and Standing Orders. | |
| **Main Responsibilities of Post:** | |
| Acts as the main Principal Contractor on all Council Projects and takes the lead role  above other officers and contractors. Advise and instruct other technical officers  accordingly.  Manage sites from design, set up, construction through to completion and defects  phases of the project using multi disciplined contracts which require a vast amount of  knowledge about the construction industry.  Manage a team of operatives including direct responsibility for Health and Safety, welfare, training and well being.  Manage large projects which run simultaneously, ensuring deadlines and budgets are  adhered to.  Involved in the design and concept stages of projects and required to provide solutions to  difficult and complex tasks.  Advise Quantity Surveyors on pricing, timescales, and scheduling of projects.  Compile take offs for projects using drawings and specifications and order materials as  required.  Obtain quotations and tenders and analyse returned documents ensuring compliance with Standing Orders and Financial Regulations.  Work alongside internal and external colleagues and agencies to ensure hazards, risks  and dangerous occurrences are continuously monitored to reduce injuries and fatalities  which could result in criminal and civil prosecution.  Maintain Quality Assurance Accreditation and ensure policies and procedures are  relevant and complied with.  Responsible for the planning organisation and use of the resources to determine where  materials, staff and labour are deployed whilst maintaining budgets and programme of  works.  Manage programme of works by keeping records, making recommendations, agreeing  and prioritising works ensuring the project meets budget constraints whilst still  maintaining safe systems of work.  Lead on regular meetings to determine technical overview of project with Client,  Architects, QS and consultants.  Create and deliver contract reports throughout the project, making sure all variations and amendments are recorded and processed.  Assist the Projects & Planned Manager to develop and monitor contracts and  programmes.  Responsible for carrying out the Temporary Works Coordinator role across a number of  sites at any one time.  Resolve problems drawing on experience and knowledge when minimal information is  given.  Inspect and survey properties for site set up and construction phase in line with contracts, policies, procedures, and Standing Orders.  Hold and attend regular meetings with Operatives and Sub Contractors to ensure that  works and associated modifications are completed in accordance with specifications/  tenders.  Confirm and verify all accounts for payments.  Attend Emergency Call Outs, ensuring safety of occupants, equipment and plant,  including taking all necessary action in line with Council Policy and Procedures, good  working practice and HASAWA/CDM Regulations.  Carry out site visits, inspections, QA monitoring schedules and Site Safety Audits. Ensure variations and amendments are recorded.  Maintain Quality Assurance accreditation, policies, and procedures so they are relevant, implemented and complied with.  Attend out of hours site visits to ensure safe working practices are adhered to by  operatives and nominated subcontractors  To ensure all appropriate O&M’s are produced on project completion.  Ensure all work and testing is undertaken in compliance with HASAWA, the Service’s  Health and Safety Policy, statutory building/planning regulations and the Authority's  financial regulations/standing orders. | |
| **Structure:** | |
| **Special Knowledge Requirement: Essential for shortlisting.** | |
| **Applicants with disabilities are only required to meet the essential special knowledge requirements shown by a cross in the end column** | |
|  | **Essential** |
| Due to the Government’s Fluency in English for posts where employees speak directly to members of the public the postholder is required to meet the Advanced threshold level which will be applied where the postholder requires a greater level of sensitive interaction with the public.  You must be able to demonstrate that you can express yourself fluently and spontaneously (this will also be tested during the interview). | Yes |
| Carries out the working practices, procedures and basic operations across a specialist area or number of specialist areas ……………. | Yes |
| Uses knowledge, safety and environmental policies, procedures and regulations, including risk in own area and/or other areas of work……………. ( inc legislation) | Yes |
| Uses a range of specialist ICT systems across own work area and or across other areas of work. | Yes |
| Oversees or contributes to the management of a budget, keeping costs within agreed levels for own section/team | Yes |
| Uses, interprets, analyses, communicates complex numerical information. | Yes |
| A good working knowledge of all construction practices | Yes |
| Evidence of Continuous Professional Development | Yes |
| Willing to undertake further training when required | Yes |
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| **Relevant experience requirement: Essential for shortlisting** |
| Demonstrable experience in supervising and/or managing construction projects. |
| Demonstrable Experience of managing staff or operatives |
| Demonstrable experience, preferably in the construction sector providing Health and Safety and Principal Contractor role on projects of varying complexity, value, duration and market sectors |
| Demonstrable experience, understanding and knowledge of relevant statutory compliance, CDM, Building Regulations and Fire Safety. |
| **Relevant professional qualifications requirement: Essential for shortlisting** |
| City and Guilds / NVQ Craft Level 3 in a relevant discipline and HNC – HND in Construction or can demonstrate that they can work to this level  SMSTS Site Management Safety Training Scheme for the Building & Civil Engineering Industries or similar evidence relevant to the skills and abilities required for the job. (candidates must demonstrate relevance to the specific job) |
| **Core Employee competencies at manager level to be used at the interview stage.** |
| **Carries Out Performance Management** – covers the employees’ capacity to manage  their workload and carry out a number of specific tasks accurately to a high standard. |
| **Communicates Effectively** - covers a range of spoken and written communication skills required as a regular feature of the job. It includes exchanging information/building relationships, giving advice and guidance, counselling, negotiating and persuading and handling private, confidential and sensitive information. |
| **Carries Out Effective Decision Making** - covers a range of thinking skills required for taking initiative and independent actions within the scope of the job. It includes planning and organising, self-effectiveness and any requirements to quality check work. |
| **Undertakes Structured Problem Solving** **Activity** - covers a range of analytical skills required for gathering, collating and analysing the facts needed to solve problems. It includes creative and critical thinking, developing practical solutions, applying problem solving strategies and managing interpersonal relationships. |
| **Operates with Dignity and Respect** - covers treating everyone with respect and dignity, maintains impartiality/fairness with all people, is aware of the barriers people face. |

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| **Management Competencies: to be used at the interview stage.** | | |
| **Operates with Strategic Awareness** Our managerswork with corporate priorities and policies in a joined-up way with others, internally and externally. Works democratically, transparently and accountably. | | |
| **Practices Appropriate Leadership** Our managers motivate their staff to exceed expectations through raising their awareness of goals and moving them beyond self interest for the sake of the team or service. They consider serving the District in all that they do. | | |
| **Delivering Successful Performance** Our managers monitor performance of services, teams & individuals against targets & celebrate great performance. They promote the District’s vision & work to achieve Council’s values & agreed outcomes. | | |
| **Applying Project and Programme Management** Our manager’s work to ensure that outcomes and objectives are achieved within desired timescales, make best use of resources and take a positive approach to contingency planning. | | |
| **Developing High Performing People and Teams** Our managers coach individuals and teams to achieve their potential and take responsibility for continuous improvement. They champion the Council’s values and goals. | | |
| **Working Conditions:** | | |
| You will outline here if the post holder must be able to work evenings, weekends and  Bank Holidays as required by the needs of the service. Must be able to perform all duties and tasks with reasonable adjustment, where appropriate, in accordance with the  Equality Act 2010 in relation to Disability Provisions. | | |
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| **Special Conditions:** | | |
| You will outline here if there is a requirement for the post to have recruitment checks  such as DBS, Warner Process. | | |
| **Compiled by: J. Singh**  **Date:23/02/2024** | **Grade Assessment Date:** | **Post Grade:** |