Job Description

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| **Job Title** | Adaptations Technical Officer |
| **Grade** | PO1 |
| **Reporting To** | Major Adaptations (DFG) and Agency Services Team Leader or Rapid Adaptations Team Leader |
| **JD Ref** | REG0082P |

Purpose

To be responsible for facilitating the delivery of the most appropriate home adaptation scheme to meet the determined needs of some of the most vulnerable residents in the Borough. Ensuring that the relevant scheme meets the need and is delivered to the appropriate standards, following the relevant legislation and guidance, in the shortest time possible.

Main Duties And Responsibilities

* Responsible for carrying out detailed site surveys to include identifying risks and planning any interventions when required.
* Prepare specification, drawings and contracts for building and construction, including the production of detailed plans and drawings ensuring that all legal and statutory requirements are met.
* Manage contractors on site ensuring that all adaptations are completed within the agreed time framework and that all work is completed to the required standard.
* Consult the client on matters relating to the adaptation and on all matters related to the management of works on site.
* Ensure compliance to health and safety regulations in relation to safe working practises of contractors on site.
* Respond to complaints and disputes between contractors and clients on site and mediate to resolve issues recording all issues on the system.
* Assess the property under the HHSRS standard to ensure freedom from Cat 1 hazards/disrepair: advising the client accordingly.
* When required manage private works (none DFG funded) on behalf the client and project managing works from start to finish this will include negotiating and appointing contractors, agreeing financial contribution, on site management and the preparation of final accounts.
* Deal with complex cases as directed by the Service Manager in order to support service delivery: advising the client accordingly.
* When required manage private works (none DFG funded) on behalf the client and project managing works from start to finish this will include negotiating and appointing contractors, agreeing financial contribution, on site management and the preparation of final accounts.
* Deal with complex cases as directed by the Service Manager in order to support service delivery.

**Other:**

* Any other duties commensurate with the grade.

Role Specific Knowledge, Experience And Skills

**Qualifications**

* HNC in Building Construction or Equivalent.
* *Desirable - Trusted Assessors Certificate or equivalent.*

**Knowledge & Skills**

* A knowledge of construction practises and techniques (including basic electrical & gas regulations).
* A knowledge of Planning and Building Regulations.
* A knowledge of Construction Site Health & Safety Regulations (including Asbestos).
* A knowledge of the Disabled Facilities Grant.
* Computer literate with Microsoft Word, Excel and other software packages.
* A knowledge of Disability Discrimination Act (DDA) regulations.
* A knowledge of Housing Health and Safety Rating System (HHSRS) standard.
* *Desirable – Previous experience working with elderly, vulnerable & disabled clients.*
* *Desirable – Previous risk assessment experience.*

**Experience**

* Previous building and construction experience.
* Previous supervisory or management responsibility (Project management).
* Negotiating and problem-solving experience.
* *Desirable - A knowledge of computer drawing packages (AutoCAD and/or I adapt)*
* *Desirable - High level of numeracy and literacy skills.*
* *Desirable - Preparation of reports.*
* *Desirable - A knowledge and understanding of equality and diversity in relation to the disabled.*
* *Desirable - A basic knowledge of adaptations equipment.*
* *Desirable - A basic knowledge of equality impact assessments.*
* *Desirable - A knowledge of associated Housing Services.*

Additional Information

Ability to travel across the Borough and work from various locations.

Work hybrid, with a flexible working approach to accommodate service needs.

Expected to work from a fixed location (subject to change).

On occasion, able to work outside traditional hours, of a weekend and evening as required, adopting a flexible working approach in response to business requirements.

Health & Safety Considerations:

* Lone working
* Working outside
* Work with VDUs (Video Display Unit) (>5hrs per week)
* Vocational Driving
* Exposure to persons with challenging or aggressive behaviour

Approved By: LISA NEWMAN (HEAD OF HOUSING SERVICES)

Date Of Approval: APRIL 2022