



JOB DESCRIPTION (JD) AND EMPLOYEE SPECIFICATION (ES)

Standard Template

JOB TITLE:	Housing Technical Officer (Retro-fit)		
GRADE:	G8	SERVICE AREA:	Housing Standards and Improvement
JOB CODE:	CHI339HOUSG8		
REPORTS TO:	Housing Project Officer	LOCATION:	Home Working
SPECIAL CONDITIONS:	<p>Out of hours working may occasionally be required.</p> <p>This fixed term post is being directly funded from revenue funds from the delivery of principally time limited externally funded grant schemes. An extension of the fixed term end date may be possible if additional funding is secured but this cannot be guaranteed.</p> <p>This post is covered by the Government's Code of Practice on the English Language Fluency Duty for public sector workers.</p> <p>See Note on Home Working</p>		

1. Main purpose of the job role:

- To support the development and delivery of Housing Retro-fit Projects and act as technical consultant on the same work
- To ensure that all building energy efficiency and related works fully comply with statutory and legislative standards and best practice
- To support the delivery of Disabled Facility Grant (DFG) and Aids and Adaptations programmes by providing advice and guidance on all aspects of gas and electrical works, water hygiene management, asbestos management, and mechanical lifting equipment management.
- To support the implementation of the Home Energy Conservation Act (HECA) Action Plan in relation to retrofit technologies such as solar PV, External Wall Insulation, heat pumps and heat networks.

2. Role specific duties and accountabilities:

- To be responsible for the design and delivery of a range of Housing Retro Fit initiatives including assisting in bidding for external funding for the same. The work to include:
 - To review and comment on detailed technical specification for the application of retrofit technologies such as solar PV and EWI
 - To assess and comment on proposed programmes and timings in relation to gas, electrical and retrofit works.
 - To manage on behalf of the council work on site as and when needed related to this field.
 - To be fully conversant with all aspects of building planning requirements and building regulations relating to this work
 - To implement best practice approach across a range of building projects to improve technical competency to reduce business exposure to risk
- To assist in the delivery of DFG and related adaptation work including providing technical knowledge on adaptations.

- To effectively implement housing and environmental improvement programmes irrespective of tenure, working closely with local residents and other agencies.
- To undertake measured surveys of housing, environmental and social conditions, irrespective of tenure, and produce schedules of works, technical drawings using computer aided design and written advice on how to improve these conditions where needed.
- To comply with practice guides, such as the Decent Home and Housing Health and Safety Rating System.
- To identify, specify and administer works' contracts to individual properties or groups of properties, including preparation of work schedules.
- To carry out site supervision of contractors including monitoring of materials, installation methods, quality of finished work and authorisation of payments.
- To communicate effectively with customers and provide advice on construction-related items.
- To prepare monitoring reports and both verbal and written briefing notes.

3. Corporate duties and accountabilities:

- The post holder will comply with and promote the Council's Health, Wellbeing and Safety at Work policies and ensure these are implemented effectively within his/her areas of responsibility.
- Through personal commitment and clear action, the postholder will promote the Council's employment policies, with particular reference to diversity, equality of access and treatment in employment, service delivery and community involvement. To support/develop a working culture within these services that reflects the corporate vision.
- Ensure that the services provided aligned to the Council strategy, vision, aims, objectives, priorities and continuous improvement programme and play their part in achieving these. This includes compliance with Standing Orders, Financial Regulations, Code of Conduct and the Councils Policies and Procedures.
- This job description sets out a summary of the duties and accountabilities of the role. It is not intended to be exhaustive.

Home Based Working

We expect that home working will be for duration of this contract. Please note that home working is likely to continue even if Covid-19 restrictions end in the future. Please note that there may be occasions when the post holder will be required to work from an office including but not limited to the Civic Centre.

This role will also include the need to undertake site / property inspections within the borough of Walsall on a regular basis.



JOB TITLE Housing Technical Officer (Retro-fit)	GRADE	
Using the Job Description consider what essential behaviours, abilities and knowledge are required by a person to perform each of the main activities and accountabilities of the job safely and effectively.	Indicate when Assessment is possible: at Application form=A interview=I both=A/I test = T	WEIGHT CODE shows relative importance Low=1 Medium=2 High=3
Behaviours: <i>refer to corporate behaviours document</i>		
Professionalism - Actively seek ways to prevent over-complication or confusion of service delivery through innovation, being open to change and the removal of barriers including challenging negative behaviours.	S/I/T	3
Accountability - Adopt a 'can do' attitude in the work that I deliver taking accountability for my own performance and development and responsibility for my actions and decisions. I will demonstrate inclusivity and promote the values of diversity and equality.	S/I/T	3
Transparency - Work with others to reach a common goal; sharing information, supporting colleagues and searching out expertise and solutions from relevant partners and/or communities we serve.	S/I/T	3
Ethical - Aware of own impact on others through valuing openness, treating everyone with respect and listening carefully to understand the views of others in order to build trust.	S/I/T	3
Abilities/Skills: <i>(refer to JE guidance document)</i>		
Ability to prioritise own work load and that of the team taking personal ownership of projects' and responsibilities.	I/T	3
Ability to undertake inspections of a range of sites / building types and to project manage Housing Retro-fit / adaptation programmes of up to £30,000 per property including budget management skills	S/I/T	3
Ability to communicate clearly, convincingly & sensitively, both orally and in writing (including in report writing on technical matters)	S/T	3
The ability to communicate verbally with customers and provide advice and/or information in accurate spoken English is essential for the post	I	3
Demonstrate knowledge and commitment to the principles of effective procurement, performance management, proactive customer service and Best Value and ensure its delivery within the team.	S/I	3
An awareness of, and commitment to, equality of opportunity and Health and Safety	S/I	3
Willingness to work outside normal hours		
Knowledge/Experience: <i>specify type, level and qualitative (not quantitative required); if any.</i>		
Demonstrate a high level of knowledge of building construction and refurbishment including ability to identify construction and especially housing defects, remedial works and produce detailed schedule of works.	S/I/T	3
Be able to demonstrate experience, knowledge and implementation of housing / construction related capital improvement schemes	S/I/T	3
Knowledge and ability to work with new technology.	S/T	3
Working knowledge of Computer Aided Design (CAD)	S/I	1
Minimum of 3 years post qualification experience in housing related capital project management	S/I/T	3

Qualification: Specify any qualifications that are a minimum requirement, please include any equivalent qualifications that would be deemed acceptable or if this can be obtained through on the job experience.				
Level 3 Qualification in Building Studies, Surveying or equivalent construction and or building technical related qualification(s).			S	
Retro-fit Co-ordinator qualification completed or underway			S/I	3
Other Essential Requirements				
An awareness of, and commitment to, equality of opportunity			I	3
Awareness of, and commitment to, confidentiality and handling data			I	3
Prepared by:	David Lockwood	Date:	30/03/21	