

CARE & REPAIR (NORTH EAST WALES) LTD

JOB DESCRIPTION

JOB TITLE:	TECHNICAL OFFICER
REPORTING TO:	SENIOR TECHNICAL OFFICER

OVERALL PURPOSE:

To assist the Agency to provide a comprehensive technical service to clients and partners including advice and project management services relating to ongoing maintenance, repair and adaptation works.

SPECIFIC DUTIES:

1. Strategic Responsibilities:

- To ensure that all allocated cases are progressed efficiently and in accordance with targets and that good communications are maintained with the Agency's clients and partners.
- To assist the Senior Technical Officer with compiling performance data and the preparation of reports to the Agency's Board and partners.
- To assist the Senior Technical Officer with the setting and monitoring of budgets.

2. Technical Services:

- To carry out surveys of residential properties to assess the need for repair or adaptation works.
- To produce reports following visits which highlight hazards, detail recommended solutions and provide budget cost estimates for the works required. These works may include disabled adaptations, major repairs and full property refurbishments.
- To produce technical specifications, schedules of work and minor contracts suitable for estimating and tendering purposes.
- To liaise with clients, occupational therapists, and others to determine the best technical solutions to the problems identified.

- To work closely with the Agency's caseworkers to determine the best strategies to address any problems identified.
- To provide a full project management service where appropriate to ensure quality, value for money and compliance with specifications.
- To provide technical drawings where appropriate using AutoCAD or similar software to illustrate proposed works to clients and partners.
- To ensure that all works undertaken comply with current H&S requirements and CDM regulations.
- To be familiar with and ensure compliance with relevant legislation, Welsh Government requirements and contractors code of conduct.
- To carry out auditing of completed works where technical services have had no involvement.

3. Conduct & Administration:

- To uphold the Agency's code of conduct and other policies and procedures and set high personal standards in all activities undertaken.
- To identify and review risk and risk mitigation in all areas of work but specifically in relation to works organised on behalf of clients or partners..
- To maintain accurate records of all client and partner related activities on the Agency's computerised data base and other electronic filing systems as appropriate.
- To assist the Senior Technical Officer with the maintenance of the Agency's list of Preferred Contractors and to identify, where possible, new contractors who can be added to the list.

4. Development:

- To represent the Agency at technical forums and other relevant forums or events as required.
- To keep up to date with new developments in the technical field and to inform other members of staff where appropriate.
- To actively investigate new technological advancements that would benefit clients or Agency operations.

5. General:

- To adhere to the Agency's equal opportunities policy and procedures within your own work and to generally support and promote the Agency's equal opportunities policy.
- To undertake all Health & safety responsibilities relevant to the role as outlined in the Agency's H&S Policy.
- To undertake any other duties requested by the Senior Technical Officer or Agency Manager which are consistent with the overall purpose/nature of the post.

Name of Postholder:			
Signed By Postholder:		Date:	
Name of Manager:			
Signed by Manager:		Date:	