

## Programme Officer

<b>Level:</b>	Grade 5
<b>Team:</b>	Property Investment Team
<b>Line Manager:</b>	Support Team Supervisor

### About the Job

- Provide technical and administrative support to ensure the procurement of goods and materials delivers value for money (VFM) for the organisation.
- Ensure the timely delivery of goods and materials, adhering to financial regulations, public procurement regulations, and Vico Homes' framework.
- Monitor and analyse waste logging across all Property Investment work streams, ensuring waste transfer notes are fully available and auditable.
- Provide administrative support to all team members to assist customers and other agencies, ensuring compliance with the organisation's policies and procedures.
- Start documentation for the site and operatives at the beginning of the project and produce comprehensive health and safety files upon project completion to ensure compliance and safety standards are met.

### You'll be trusted to

- Attend relevant meetings with internal and external suppliers to stay updated on market trends and inflation. Engage in material forums with our chosen store supplier, adopting a "what's going well/not going well" approach.
- Coordinate appropriate responses to various customer, supplier, and contractor enquiries, focusing on resolving issues efficiently.
- Analyse data on materials and consumables used in specific construction schemes. Report usage against profiles to senior management, providing insights that help optimise resource allocation.
- Manage the entire process of ordering kitchens, ensuring customer requests are respected, job numbers are raised, and all necessary documentation is collated to maintain efficiency and accuracy.
- Monitor, collate, and analyse waste management across construction projects. Ensure all waste transfer notes are fully available and auditable, supporting our commitment to environmental responsibility.
- Influence and contribute to material specifications to ensure value for money (VFM). Procure materials and goods with a thorough understanding of procurement regulations, being mindful of existing frameworks and contracts.
- Collate all relevant surveys for each construction scheme. Obtain utility quotations and monitor bills monthly to ensure cost efficiency.
- Collate all maintenance sheets for accurate asset management. Be the point of contact for all site accreditations, ensuring compliance and quality standards are met.
- Start documentation for the site team at the beginning of the project and produce comprehensive health and safety files upon project completion to ensure compliance and safety standards are met.

- Attend meetings to support all workstreams as needed, ensuring accurate minutes are taken and comprehensive records are created for audit trails.
- Handle daily enquiries related to purchase orders, invoice discrepancies, and general problem-solving.
- Maintain effective communication with suppliers and management regarding material quality issues.
- Undertake any other duties that align with the overall purpose of the job and the grade, contributing to the smooth operation and success of our projects.

### Who you'll work with:

**Internal:** Vico Homes employees.

**External:** Members of public / neighbour properties. Customers. Local Authorities & Government Agencies. Suppliers and their Representatives. Utility Companies

### Our values

At Vico Homes our values drive us and run through everything we do. We're looking for someone to join us who can live those values like we do.

We are:



## The Specifics

This section identifies the qualifications, skills and behaviours needed for an effective performance. Using these clarifies the personal qualities and workplace behaviours expected of the post.

Personal Skill Characteristics	Essential (Tick)	Desirable (Tick)	Method of Assessment (Code list below)
A qualification at Level 3 of the Qualifications and Credit Framework such as A-Levels, Awards, Certificates, or Diplomas at Level 3 or equivalent.	✓		AF / CQ
Strong organisational and time management skills.	✓		AF / I
Ability to manage documentation and ensure compliance with health and safety standards.	✓		AF / I
Proficiency in data entry and accurate record keeping.	✓		AF / I
Problem-solving skills and the ability to handle enquiries effectively.	✓		AF / I
Have the ability to coordinate; interpret and present information in a logical format.	✓		AF / I
Fully awareness and understanding of the procurement regulations/ financial regulations.	✓		AF / I
Strong budgeting and financial management skills.	✓		AF / I
A good understanding of ICT systems.	✓		AF / I
Effective communication with employees, managers, tenants, suppliers and stakeholders.	✓		AF / I
Capable of working independently and collaboratively, supporting the team in achieving key priorities.	✓		AF / I
Customer-focused mindset with a commitment to delivering high-quality service.	✓		AF / I
Commitment to sustainability and environmental responsibility.	✓		AF / I
Demonstrates initiative and proactive approach to improving working practices.	✓		AF / I
Flexibility to adapt to changing project requirements and environments.	✓		AF / I
Valid UK driving licence with daily access to a vehicle in order to travel throughout the Vico Homes operating area as required by the business.	✓		AF / CQ
The post holder may be required to work outside normal office hours in response to business need.	✓		I
An understanding of regulations and UK construction industry standards, ensuring health, safety, and environmental compliance.		✓	AF / I
Awareness of current challenges in the housing sector.		✓	AF / I

### Key

AF - Application Form

I - Interview (this may include a presentation and occupational test where appropriate)

CQ - Certificate of Qualification