



Senior Project Officer

Level:	Grade 9
Team:	Assets
Line Manager:	Assets Project Manager
Responsible for:	None

About the Job

- Manage the delivery of the organisation's capital investment programme ensuring all necessary information is in place for projects to commence ensuring the principal contractor is in a position to undertake the works in accordance with agreed timescales, budgets and deliver them to agreed standards and specification

You'll be trusted to

- Manage and facilitate pre-start phase of projects to ensure scheme and financial viability is maintained, including managing risk, information flow, ensuring a seamless transition between pre-start to operational start on site of each project
- Manage the flow of information including collating / fulfilling requests for information, maintaining information to ensure smooth undertaking and effective delivery of current and future projects/budgets
- Act as client representative when developing /managing Service Level Agreements and other contractual relationships to deliver professional / construction services, to ensure value for money throughout the value chain and manage identified risks
- Maintain a high level of construction knowledge and changes to H & S legislation etc., to ensure the effective and safe delivery of a variety of construction projects
- Act as client and customer representatives to ensure the works are carried out with the highest levels of customer care and high quality in the standards of investment to Vico Homes Assets
- Liaise across the organisation to ensure that all necessary arrangements are put into place to ensure the smooth undertaking and completion of all projects
- Liaise with all specialist consultants including designers to ensure the proposed works meets the needs of the business as well as legislative and compliance requirements including best practice
- Assist in the development of works programmes in order to effectively deliver the organisation's Investment Strategy
- Act as client representative throughout tender process when developing frameworks and other contractual relationships to procure professional and construction services

- Advise senior managers on development and improvement to service delivery in accordance with legislative changes and good practice
- Be innovative and seek out ideas and products that will benefit Vico Homes and its customers
- Act as client and customer representative and advocate to deliver the organisation's Capital Investment Programme in line with the organisation's Asset Management Strategic Plan
- Assume direct responsibility for the controlling and working within the scheme budget, identifying areas of value engineering and updating senior managers of potential variance on projects
- Monitor performance and standards of delivery of contractor, ensuring that information relating to delivery and performance is collected accurately and reported in accordance with deadlines and standards both internal and external
- Lead development of services relating to large-scale Capital Investment Programme and recommend changes to deliver improvements in service standards and efficiency
- Implement effective performance management systems to meet corporate and service area requirements, to achieve continuous service improvement and the development of a performance management culture
- Be responsible for ensuring that the team delivers a consistently high level of service, maintains a high quality product delivered cost effectively complying with all aspects of Health and Safety, and within Vico Homes's established policies and procedures
- Consult and communicate throughout the organisation and with all stakeholders and monitor and regularly report on progress against action plans
- Continually review processes for the service through effective consultation and partnership arrangements to achieve user expectations
- Be responsible for managing devolved budgets within the Delegation Framework, to ensure allocated resources meet the need of service users and contribute to financial planning and budgetary strategies for the service to maximise income and maintain viability ensuring; value for money for Vico Homes
- Assist in the identification and management of risks within their service area
- Assist other teams within the Homes and Growth directorate to ensure that all projects are delivered in accordance with the team plan, maximise budgets and to ensure consistency
- Undertake any other duties commensurate with the grade and overall purpose of the job

Who you'll work with:

Internal: Survey Team and Surveying Operations Manager, Property Investment teams, Senior Managers across the business, Board Members and other Members of the Assets Team

External: Residents and Customers, Regulator of Social Housing, Utility Providers, Contractors and Consultants

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 4 of the Regulated Qualifications Framework, such as a HNC, Award, Certificate or Diploma at level 4 or equivalent, in a relevant subject area	✓		AF / CQ
IOSH – Managing Safely	✓		AF / CQ
Valid CSCS Card	✓		AF / CQ
Experience in the project management of construction projects in excess of two million pounds	✓		AF / I
Experience of, and significant success in, establishing and maintaining effective performance measures that have returned continuous improvement in service delivery	✓		AF / I
Proven track record in a position in a property services department of a housing or construction organisation	✓		AF / I
Experience in the delivery of investment programmes through partnering arrangements	✓		AF / I
A confident, independent and effective decision maker	✓		AF / I
Self-motivated to work with minimal supervision, and able to motivate a diverse work force to deliver an efficient and effective service	✓		AF / I

Personal Skill Characteristics	Essential (Tick)	Desirable (Tick)	Method of Assessment (Code list below)
Capable of delivering results to tight deadlines and under pressure	✓		AF / I
A well-developed understanding of client/contractor functions delivering investment programmes within a large organisation	✓		AF / I
Knowledge and practical experience of Project Management	✓		AF / I
Understanding of Health & Safety requirements on projects and have the ability to challenge contractors robustly to ensure safe delivery of projects at all times	✓		AF / I
Understanding of the strategic aims of the organisation together with the broader issues of social housing	✓		AF / I
Flexible approach to workloads dictated by business needs	✓		AF / I
Commitment to quality, customer service, best practice and best value in all aspects of organisations operation	✓		AF / I
Dynamic and energetic personality with a high degree of personal drive and commitment, being resilient and having a robust approach to managing projects with a positive outlook	✓		AF / I
Possess the authority, presence and integrity to command respect from internal colleagues, and from external contacts	✓		AF / I
Commitment to quality, customer service, best practice and best value in all aspects of the organisation's operation	✓		AF / I
Hold a full valid UK driving licence with access to a vehicle and the ability to travel throughout the Vico Homes operating as required on a daily basis	✓		AF / CQ
The post holder may be required to work outside normal office hours on occasion and have a flexible approach to hours of work	✓		I
SMSTS		✓	AF / CQ
Management qualification		✓	AF / CQ
Knowledge and practical experience of using IT as analytical and management tools		✓	AF / I

Key

AF - Application Form

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

CQ - Certificate of Qualification