

Project Officer Role Specific

Under the Supervision of the Property Services Department and in Liaison with the Local Police Unit Management Team (LPU):

- To be responsible for capital and major revenue building improvement and new build projects from design to completion. Undertaking Project Management and building design functions.
- To deliver corporate objectives set by the Property Services Department.

Specific Duties

To assist the Building Works Manager in the preparation of annual estimates for the improvement of properties including assessment of cost in liaison with other appropriate building design disciplines.

- To undertake surveys and feasibility studies and prepare specifications for building and associated projects, liaising with other appropriate building design specialists.
- To prepare specification, tender and contract documentation in liaison with appropriate officers of West Midlands Police and external consultants.
- To Project Manage Construction related projects from inception through occupation to final completion.
- To be responsible from conception to completion of an agreed annual programme within the Police and Crime Commissioners Capital Programme.
- To carry out inspections of projects on site.
- To be responsible for the passing of accounts related to projects inspected and/or project managed.
- To prepare applications for statutory approvals and ensure the compliance of Police & Crime Commissioners buildings.
- To produce drawings using Auto CAD or similar electronic design system in a timely manner.
- To advise LPU Managers and Police Officers about building matters.
- To advise LPU Commanders and Senior LPU Managers in relation to proposed alterations and improvements to property as identified.
- To issue orders for work, to obtain quotations for work and to prepare and submit reports, including costs for work in excess of authorised expenditure limits.
- To act as LPU Site Representative on refurbishment projects for the Property Services Department on the prescribed area, and attend site meetings as necessary

- To undertake other duties, commensurate with the grading of the post, that may be required from time to time.

Specific Knowledge Skills and Delivery (Standard Level)

- a) B/TEC Higher National (Building) (or equivalent Studies) is essential
- b) Experience of preparation of Feasibility Studies
- c) Proven experience of Architectural Design capability
- d) Proven experience in Construction Detailing
- e) Proven experience of on-site project management and site inspections
- f) Proven experience of Project Management
- g) Competency in Computer Aided Design (ACAD)

Additional Information

- The duties and responsibilities of this post may involve working outside normal office hours.
- The post is designated as a casual car user under the NJC Scheme as adopted by the Authority. These facilities are not a condition of service and are subject to review.
- Access to a vehicle suitable for business use is essential.
- It is desirable that the postholder will be a member of the RICS or RIBA but not essential.

ROLE & SCOPE

Management responsibility for provision of an administrative or technical service to include the maintenance and development of systems and procedures, performance management, and the development and supervision of staff when required OR work will demand the application of specialist knowledge. Post holder is responsible to the department head but will be expected to work without direct supervision and will be required to make decisions using own initiative and experience

1 Generic Elements of Role

- To provide advice and guidance on administrative, financial and/or technical procedures
- To produce timely and accurate management information
- To actively participate in meetings, chairing and taking a lead role where appropriate
- Ensure compliance with force policy
- Working in partnership with outside organisations
- Effective financial management and budgetary control
- Effectively plan and organise activities and resources to meet objectives

2 Resource Management

The post holder will have responsibility for the control and management of resources, and are likely to have budgetary responsibility. They will be required to monitor financials, identifying major discrepancies and determining resolution. They will make

recommendations about the use of equipment, facilities, space, and physical resources within a defined work area. Ensure that equipment in own area is maintained, serviced and repaired as required

3 People Management/Supervision

The post holder will normally be responsible for the supervision, management and development of staff, or will work at a higher technical level, as 'area expert', advising and gaining the support of other people where there is no line management responsibility, in order to contribute to the delivery of services.

4 Planning and organising

They will plan and organise own/team activities to ensure that deadlines/customer expectations are met.

5 Contacts / Liaison

- The post holder will have regular contact with various people both within West Midlands Police and externally.
- Advise on the pricing and purchasing of equipment, following liaison with suppliers

6 Analysis, Reporting and Documentation

Research, collate, organise and shape complex information/data for inclusion in reports/cases. Provide advice and interpret policies, legislation and practice to ensure internal customers are fully aware of all relevant facts to support informed decision making. Diagnose and rectify faults/problems with equipment/processes

7 Negotiation/ Persuasion

May be required to negotiate (e.g. with suppliers/contractors) and/or interview internal/external individuals

8 Health and Safety

The postholder will ensure that all persons under their control are aware of their obligations to maintain a healthy and safe work environment. They will demonstrate a commitment to the development of a health and safety culture by providing a positive example and will encourage staff to make recommendations for improving the work environment. The postholder will review/investigate and monitor causes of absence, accidents, near misses, etc. and put improvement plans into place as required