

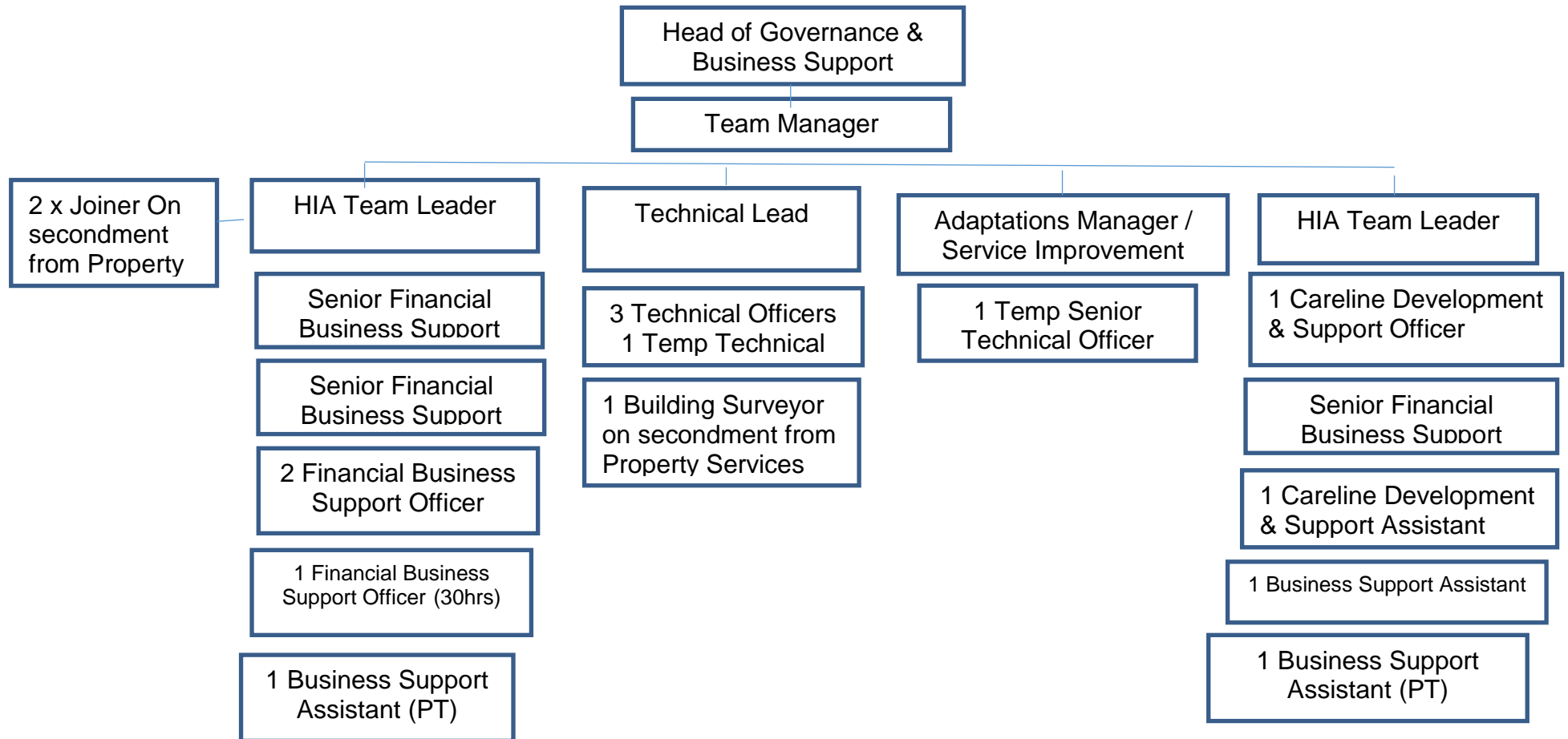
## **ROCHDALE BOROUGH COUNCIL**

### **JOB DESCRIPTION**

<b>SERVICE:</b>	Adult Social Care
<b>SECTION:</b>	Governance & Business Support (HIA)
<b>LOCATION:</b>	Number One Riverside, Smith Street, Rochdale
<b>JOB TITLE:</b>	Technical Lead
<b>POST NUMBER:</b>	
<b>Grade:</b>	9
<b>Accountable to:</b>	HIA Team Manager
<b>Accountable for:</b>	Technical Officers
<b>Hours of Duty:</b>	37 flexible working hours per week in accordance with the needs of the service.
<b>Any Special Conditions of Service:</b>	<p>The Authority operates a Smoke Free Policy for all its employees and applies to any building and associated grounds within in the immediate vicinity of the building which is wholly owned, leased or operated and occupied by RBC.</p> <p>Appointment to this post is subject to enhanced Disclosure and Barring Service against the Adult Workforce.</p>

**The Council is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects staff to share this commitment.**

## ORGANISATIONAL CHART



## **PURPOSE AND OBJECTIVES OF THE JOB**

Responsible for:-

Leading and co-ordinating a safe, effective, professional and customer focused Technical service in relation to the delivery of a Disabled Adaptations programme and associated assistance. This includes:

1. Ensuring the delivery of high quality technical support function within the HIA
2. Managing performance, resources and quality assurance in all aspects of technical and construction activity, of both contractors and Technical staff.
3. Ensuring continuous improvement of work processes to deliver efficient, cost effective technical services.
- 5 Ensuring compliance with all Health and Safety policies, procedures, legislation and statutory and business critical rules and regulations.
- 6 To develop and implement an effective and robust quality and compliance assurance framework
- 7 To lead on all technical and construction related activity and provide specialist technical advice and guidance to the Team and Service managers

## **Control of Resources**

### **Personnel**

To be responsible for leading, managing and motivating self and Technical/other staff within the team for whom the post holder has responsibility, both as individuals and as members of the service, using coaching as an enabler to development.

### **Financial**

To manage financial resources, which are delegated to the post holder by the HIA Service and HIA Team Manager, in accordance with the financial regulations of the Council.

### **Equipment/Materials**

To be responsible for the management, effective use and security of financial systems relevant to the post, including software and ICT equipment.

To be responsible for the efficient and effective use of premises, furniture, equipment and consumable goods used in relation to the work of the post holder and any staff under their control.

### **Data and Information Security**

To be responsible for the management and security of data for all of the post holder's areas of responsibility.

### **Health/Safety/Welfare**

To be responsible for the safety and welfare of self, colleagues, direct reports, service users and contractors as appropriate and in accordance with the Health and Safety Policies of the Council.

### **Equality and Diversity**

To work in accordance with the Authority's Policy relating to the promotion of Equality and Diversity.

### **Training and Development**

The post holder will be responsible for assisting in the identification and undertaking of his/her own training and development requirements in accordance with the Council's Performance Management Framework.

### **Relationships (Internal and External)**

#### **Internal:**

- Senior management and staff within the Service
- Senior management and staff of other Services
- Internal Audit
- Elected Members

#### **External:**

- Service users and their representatives
- Senior management and staff of other Services
- Government Departments
- Providers of Services
- External advisors, partner organisations, charities, voluntary organisations, members of the public
- Contractors
- Other key stakeholders

### **Responsibilities**

The post holder must –

- (i) Perform his/her duties in line with the corporate leadership values and behaviours
- (ii) Perform his/her duties in accordance with Rochdale Council's Equality and Diversity Policy.
- (iii) Work in accordance with the Health and Care Professions Council's standards of proficiency
- (iv) Work within the Council's statutory requirements policies and guidance

### **Values and Behaviours**

Approach the job at all times using the values set out below

- Proud
- Passionate
- Pioneering and Open

Be aware of and apply these behaviours at all times.

## **Principal Duties**

1. To implement the Authority's Disabled Facilities Grants and Associated Assistance policy and statutory obligations under all related Legislation, policy, guidance and frameworks.
2. To undertake surveys and determine feasible adaptations, taking into account the assessed needs of the service user, the confines of the property and all associated legislation and policy.
3. To produce detailed specifications and drawings, suitable for tender purposes and to receive tenders and administer them in line with the Council's Standing Orders and Financial Regulations.
4. To co-ordinate and actively monitor work on site in accordance with contractors method statements, the requirements of the health and safety procedures under the Construction Design and Management Regulations (CDM) and ensure the Council's own health and safety policies and procedures, along with CDM, are understood and complied with, endeavouring to ensure the safety of all persons affected by the works, reporting any breaches in line with policy and procedure.
5. To support service users with applications for adaptations and to liaise with them and contractors in all aspects of the process and works.
6. To effectively monitor works in progress onsite to ensure compliance with the contract documentation, dealing with variations and instructions to the contractors and in the case of any default or contractor/service user conflict, recording all issues in detail and taking appropriate action.
7. To process requests for interim and final payments from contractors and suppliers in line with the Council's Standing Orders and Financial Regulations.
8. To provide effective and efficient leadership and management of the Technical team, being responsible for allocations, case management, site supervision, application of policy, procedure and legislation.
9. To establish and maintain systems for the supervision, support, performance monitoring and development of Technical staff and to ensure prompt resolution of performance issues.
10. To advise on various building materials, methods of construction and their effective implementation and to offer guidance and practical solutions to issues from checking plans to site inspections.
11. To develop and maintain expert practitioner working knowledge in the field of construction related services to enable continual improvement of the Service and compliance with all legislation, statutory frameworks, policies and codes of practice relevant to the team.
12. Ensure that all customers receive an excellent service which meets their needs and exceeds expectations, in line with service standards and any local or national targets in place.
13. To work as part of a multi-disciplinary team and to provide support in achieving effective delivery of the Service.

14. To assist in the development of all policies and procedures, together with monitoring their implementation, taking the lead role in any technical elements.
15. To contribute to the process of continuous development and improvement of systems necessary for the effective delivery of the service, identifying priorities and utilising the collective strengths of the whole team.
16. To implement the Council's Health and Safety policies, specifically in relation to the delivery of adaptations for disabled people.
17. To support the Team and Service Manager in the investigation of complaints regarding any aspect of the adaptations process, providing expert Technical advice and recommendations both orally and in writing.
18. To contribute to all targets being met in relation to the delivery of the adaptations programme, specifically ensuring that all targets relating to the work and performance of the Technical Officers are met.
19. To lead the application of changes to systems and processes arising from new legislative, policy or practice requirements in relation to all technical aspects of adaptations and general building and construction.
20. To support the Team and Service Manager in the development, review and management of all external contracts relevant to the technical work of the Team.
21. To represent the Authority at meetings and working groups on aspects of how the Section functions and the role it plays in the delivery of the Service, or in multi-disciplinary meetings relating to individual service users, maintaining a positive and professional attitude and image of the Council.
22. To liaise with other organisations, professionals and statutory organisations to ensure effective co-ordination, appropriateness and quality of works undertaken.

### **Secondary Duties**

1. To represent the service/council at meetings and conferences as appropriate.
2. To participate in Council programmes of in-service training as a trainee and when required as a trainer facilitator.
3. To undertake such other duties and responsibilities of an equivalent nature as may be determined by the Head of Service (or nominated representative) from time to time in consultation with the post holder and if she/he so desires with his/her Trade Union representative

Job Description prepared by	<u>Kathryn Andrew</u>	Date	<u>March 2021</u>
Agreed by Postholder	<u></u>	Date	<u></u>
Supervisor	<u></u>	Date	<u></u>
Service Director	<u></u>	Date	<u></u>



**ROCHDALE BOROUGH COUNCIL  
PERSON SPECIFICATION**

<b>SERVICE :</b>	<b>ADULT CARE AND SUPPORT</b>	<b>POST :</b>	<b>Technical Lead</b>
<b>SECTION :</b>	<b>GOVERNANCE &amp; BUSINESS SUPPORT (HIA)</b>	<b>GRADE:</b>	<b>9</b>

**Note to Applicants:**

The *Essential Criteria* are the qualifications, experience, skills or knowledge you **MUST SHOW YOU HAVE** to be considered for the job.

The *How Identified* column shows how the Council will obtain the necessary information about you.

If the *How Identified* column says the **Application Form** next to an *Essential Criteria* you **MUST** include in your application enough information to show **how** you meet this criteria. You should include examples from your paid or voluntary work.

	<b>CRITERIA</b>	<b>Essential (E) or Desirable (D)</b>	<b>How Identified: AF Application Form I Interview A Assessment</b>
<b>(a)</b>	<b>Qualification and Experience</b>		
1	Please provide details of your Building/Surveying Degree (BSc Hons) (or equivalent qualification in a relevant surveying/building related discipline)  Please provide details of your membership of RICS or equivalent professional body	<b>E</b>  <b>D</b>	AF/I/production of certificates  AF/production of membership details
2	Please provide details of your experience of design, producing drawings and specifications for appropriate home adaptations for people with a disability.	<b>E</b>	AF/I/A
3	Please provide details of your experience of supervising building contracts and producing building works risk assessments	<b>E</b>	AF/I/A
4	Please provide details of your experience of working on your own initiative and in close co-operation with others	<b>E</b>	AF/I/A
5	Please provide details of your extensive experience of applying all Health and Safety legislation, especially CDM regulations and applying robust performance and quality assurance systems to evidence full compliance	<b>E</b>	AF/I/A
6	Please provide details of your extensive experience of leading and managing staff and teams, including the allocation of work and performance monitoring of both services and staff.	<b>E</b>	AF/I/A
7	Please provide details of your experience in using Microsoft office software and other systems and databases for the recording and monitoring of service users and cases.	<b>E</b>	AF/I/A
8	Please provide details of your experience of procurement, cost evaluation, project control and monitoring contractor performance, ideally within an adaptations setting, or similar environment.	<b>E</b>	AF/I/A



(b)	Skills and Knowledge		
1	Please provide details of your detailed knowledge of building construction and contract procedures including setting up and operation of contracts.	E	AF/I/A
2	Please provide details of your good understanding of the relationship between the Council and other public services and the factors influencing them.	E	AF/I/A
3	Please provide details of your knowledge of all aspects of technical and professional related building surveys, data collection and development, construction processes and related issues	E	AF/I/A
4	Please provide details of your detailed knowledge of Planning Regulations and Building Control, especially in relation to adaptations for people with a disability.	E	AF/I/A
5	Please provide details of your good understanding of the current and emerging issues in adult social care and the needs of people with disabilities.	E	AF/I/A
6	Please provide details of how you will be able to work effectively with a broad range of stakeholders across the service and its partner agencies and the ability to establish trust, build and maintain relationships with people at all levels internally and externally to deliver successful outcomes.	E	AF/I/A
7	Please provide details of your in depth knowledge of all aspects of legislative and statutory compliance, including Building regulation, employment law, Health & Safety (in particular the requirements under the Construction, Design Management regulations 2015 - CDM, Tendering and Environment	E	AF/I/A
8	Please provide details of your well-developed analytical skills and the ability to produce and present user focussed reports from this information.	E	AF/I/A
9	Please provide details of your ability to take responsibility for own outcomes, to achieve high quality work giving a consistent and reliable performance.	E	AF/I/A
10	Please provide details of your up to date market knowledge within the local and national construction industry.	E	AF/I/A
11	Please provide details of your excellent leadership skills with the ability to influence, inspire, energise and support the change process	E	AF/I/A
12	Please provide details of your ability to use advanced communication and influencing skills to progress complex situations and achieve significant impact	E	AF/I/A
13	Please provide details of your ability to think creatively and innovatively, having a genuine curiosity which enables the ability to see the familiar in a new light.to offer a wide range of ideas and solutions to complex and difficult adaptations.	E	AF/I/A
14	Please provide details of your ability to make complex ideas, issues and situations clear and understandable within and outside the organisation	E	AF/I/A
15	Please provide details of your ability to work effectively within a team environment, meet deadlines and work under pressure, effectively balancing conflicting priorities to meet targets, deliver successful projects and achieve outcomes.	E	AF/I/A
16	Please demonstrate your understanding of and commitment to the principles of equal opportunities and customer care.	E	AF/I/A
(c)	Special Working Conditions		
1	Please indicate that you are able to work in the evening and attendance at meetings and other events during evening and occasionally weekend	E	AF

2	Please confirm that you are able to embrace and act in accordance with Council Policies and Regulations	<b>E</b>	AF
3	Please confirm that you are able to work flexibly as work demands	<b>E</b>	AF
<b>(d)</b>	<b>Behaviours and Values</b>		
1	<p>Approach the job at all times using the values set out in the Rochdale Way:</p> <ul style="list-style-type: none"> <li>• Proud of the difference we make</li> <li>• Passionate about the diversity of the Borough</li> <li>• Pioneering and open in our approach</li> </ul> <p>Please confirm you are willing to adhere to these values and behaviours.</p>	<b>E</b>	AF/I