

# Asset and School Organisation Officer (PFI and Contract Monitoring)

Service	Reporting to	Location	Grade
People	Service Lead for School Organisation and Assets	Salford Civic Centre, and school site locations with hybrid working.	3C – £36,648 to £39,186 pa

## About the role

### Asset and School Organisation Officer (PFI and Contract Monitoring)

We are offering an exciting opportunity to join us at Salford City Council to support in the day-to-day management and monitoring of the Private Finance Initiative (PFI) School Estate.

We are seeking an individual with strong interpersonal skills, an ability to work autonomously, interpret contracts and drive for high standards within the school environment.

### Purpose of the role

*Asset and School Organisation Officers* are responsible for the day-to-day service delivery in a specialised area whilst supporting the wider work of the School Organisation Team. This role will support the delivery of key service objectives for school organisation, pupil place planning and focus on school Private Finance Initiative (PFI) contracts and contribute to provide a high quality, customer focused and integrated service for the Salford school estate.

The PFI estate is split into 4 Contracts which include 11 schools, 10 High Schools and 1 Primary school. The focus of the role will be to understand and own the PFI contracts and manage and monitor the contracts through the output specifications.

### The role

You will operate as a client monitoring officer for the City Council's existing education PFI schools projects to ensure effective delivery of the hard and soft Facilities Management (FM) services. Measuring performance against the contract and output specification and assessing any queries or issues against the individual contracts and Authority Requirements.

The post holder will hold a key role within the School Organisation and Assets Team and will work closely with an established, experienced PFI and Monitoring Officer to manage and monitor our PFI school estate. You will work directly with the companies set up as special purpose vehicles (SPV's) to deliver the operational services through soft and hard FM. The

process would include supporting schools and Academy Trusts to navigate the PFI contract and process, interpret the contract obligations manage the output of those obligation and deal with formal processes as dictated by each contract.

With the overall objective of ensuring that the council receive the correct service from the PFI provider leading to a quality educational environment that supports the needs of the end user.

Main areas of work are:

- To liaise directly with contractual parties and stakeholder (SPV/LEP etc). Help with the operational service delivery of the PFI estate and report to line management.
- To be the Client Monitoring function of the City Council's existing education PFI high school projects to ensure effective delivery of the PFI contracts through ongoing performance and service delivery, ensuring that day to day standards are maintained through ongoing contact with the PFI providers, Headteachers and school representatives.
- Support financial monitoring and re-charging of the items related to contract operations working with our finance team.
- Liaise with SPV, FM provider and schools to manage formal change process and ensure that they are implemented expediently and within the terms and overall scope of the PFI Contract.
- Attend weekly variations meeting with the SPV and represent the authority at pre-start variation meetings.
- Work and communicate effectively when required with stakeholders and partners, within the city council such as other Teams and Councillors as well as with external stakeholders such as, but not limited to, Multi Academy Trusts, Headteachers, Governors, Department for Education.
- Meetings on various locations in the city with schools, trusts, facilities contractors and SPV's. Co-ordinate meetings as and when required to support the wider monitoring role.
- Review on the relevant contract cycle the key documents and ensuring these are prepared by SPV and other according to the contracts.
- You will also be required to have an understanding and overview of work across Asset and School Organisation Officer colleague(s) to cover for times of absence if required (Leave and/or Sickness etc) and in so doing on occasion supporting the wider work of the school organisation and Asset team with their additional roles and functions around school estate.

## The Team

You would be working within a small, disciplined team responsible for the LA's statutory responsibilities for providing high quality school places, PFI, security, business continuity, school academy transfers, school place planning and for overseeing and/or supporting school organisation change processes initiated by demographic growth, new births (decreasing and increasing) leading to the management of the built environment through Children's Services school-based Capital Programme.

# What we need from you

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- a flexible team player who will be responsible for ensuring high quality service delivery through self and others
- Experience of the PFI environment would be a distinct advantage for selection.
- You will be motivated to deliver services and you will be flexible in your outlook, prepared to work both inside and outdoors.
- Strong communication and negotiation skills, and the ability to hold difficult conversations with stakeholders helping to clearly communicate the council's position and ensure transparency.
- Good IT skills, experience of various packages and in managing the collection and analysis of data to inform decision making.
- an ability to manage/organise one's own work to meet deadlines, resolve issues and work collaboratively either by direct experience of working across a range of City Council services, schools, and other partners or experience that would be transferable into this area of work.
- Experience interpreting service contracts with paymech to allow robust challenge in PFI or other in a relevant field/building industry contract would be an advantage.
- Have a friendly but firm approach to auditing and monitoring to ensure the city has value for the investment within the PFI and provide a good environment for the end user
- Be confident in interpreting FM service delivery plans, performance and expected operations in line with Authority requirements, set KPI's and hand back requirements.
- Technically proficient - Demonstrable knowledge or experience of solving problems in a built environment or PFI education environment would be beneficial.
- Experience in resolving problems in the built environment or a service delivery area and providing options/solutions to meet service planning needs.
- demonstrates initiative, confidence and personal responsibility for action.
- Flexibility – demonstrates the skills needed to work collaboratively across a range of
- Conscientious – balanced and comprehensive thinker able to combine self-discipline, an organised approach to work with innovative practice.
- Diplomat - open to the views of others - able to constructively challenge and be challenged.
- able to deal with pressure- leads people/projects with an ability to motivate and engage staff.
- able to build collaborative partnerships, brings together multiple parties and stakeholders to achieve the goals of delivering quality education.
- able to work in and understand the political environment effectively, managing political and reputational risks.
- performance, understands the bigger picture and broader context and is able to translate to a local setting with a healthy approach to risk

## What we can offer you

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Your ongoing professional development and success in your role is important to us, and that is why we provide a variety of learning and development opportunities. Within the sections below you will find development options tailored to you which will enable you to further develop your existing skills and learn new ones at a pace that suits you best. If you are joining us now, your development will form part of ongoing discussions with your manager. If you are an existing employee, you should use your Personal Development Reviews to discuss your development with your manager and create your development journey. It's important you also take full advantage of any informal learning available to you during the course of your work.

### Online learning

Develop your knowledge across a wide range of areas through our Me-Learning platform, with over 200 free courses to choose from. To have the best possible start and comply with current legislation, you must complete the following modules: Welcome to Salford, Health and Safety in the Office, GDPR, Equality Essentials, and Safeguarding Children and Adults. You may also benefit from a variety of courses in categories such as Business Skills, IT and Project Management which are available to learn at your own convenience and pace.

### Professional Development

Gain role specific skills and time to learn through a wide range of development opportunities. Learn whilst working and get support towards your qualification through an apprenticeship standard. Access professional development ranging from entry level to master's type qualifications, including achieving a role appropriate qualification. Details can be found on [the Institute of apprenticeships](#) website.

### Tailored Development

We would also be happy to discuss potential ongoing professional development that can be tailored to support your role in the team.

## A digital organisation

### Developing your digital skills

Our ambition is to provide our workforce with the right level of digital capabilities needed to be successful. Whatever your current digital abilities are, we can provide development ranging from essential workplace skills to specialist workplace skills. These will be delivered through our Digital Skills Academy using both self-directed and guided learning opportunities to enable you to develop. Additionally, you can access free online courses through the [iDea](#) website.

### Sharing your digital skills

Our goal is to support you to share your digital knowledge with other people. Our Digital Eagles programme has been designed to cover basic digital skills and build your confidence to assist others. By the end of this programme, you will join hundreds of staff members who

already are digital eagles, and be able to help colleagues, customers, residents, or people in your personal life with all things digital.

## Our vision and priorities

### Our vision

The council has a vision is to create '**A fairer, greener and healthier Salford**'. To help us achieve this vision we have identified some key priorities to tackle the problems people in Salford are currently facing, [the Great Eight](#).

Salford is beginning a journey of economic transformation, with the mapping out of the city's economic future through key pieces of city council work. We're calling this [The Salford Way](#).



## Our organisation's values

**We have four values: Pride, Passion, People, Personal responsibility.**

[Our four values](#) are central to the way we communicate about the council and the way in which we behave with colleagues, customers, and partners - so that we live and breathe our values each day.

# Our values



**Pride**

**Passion**

**People**

**Personal responsibility**

## Application guidance

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We are a values-based organisation so reflecting our values or a values-based approach in your evidence will support your application.

The different sections of this role profile are there to give you an understanding of the purpose of the role. The 'what we need from you' section outlines the minimum criteria you will need to meet within your application.

### Role details

Completed by: Craig Monaghan

Date: March 2024