**HIGHLAND RESERVE FORCES AND CADETS ASSOCIATION**

**ESTATES OFFICER NORTH**

**GENERAL**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **1.** | **Appointment Details** | | | | | | |
|  | | | | | | | |
|  | a. | Job Title: | | Estates Officer North | | | |
|  | | | | | | | |
|  | b. | Job Grade: | | D | | | |
|  | | | | | | | |
|  | c. | Department: | | Works | | | |
|  | | | | | | | |
|  | d. | Reports to: | | Senior Estates Officer & Head of Estates | | | |
|  | | | | | | | |
|  | e. | Job Purpose: | | To deliver fully maintained & compliant Estate in a geographical area | | | |
|  | | | | | | | |
| **2.** | **General Description of Role** | | | | | | |
| To provide the point of contact for the HRFCA in a geographical area, dealing daily with all planned and reactive tasks, carrying out condition surveys, specification of works and post inspecting completed works, passing invoices for payment, maintaining the service register. | | | | | | | |
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| **PRINCIPAL AREAS OF ACCOUNTABILITY/TASKS AND DUTIES:** | | | | | | | |
|  |  |  |  | |  |  |  |
| **3.** | **Description of Primary Duties** | | | | | | |
|  |  |  |  | |  |  |  |
|  | a. | Task… | | | | | |
|  |  |  |  | |  |  |  |
|  |  | (1) | To provide technical support to the Senior Estates Officer and the HOE . | | | | |
|  |  |  |  | |  |  |  |
|  |  | (2) | To maintain Association properties to the highest level within prevailing funding limits. | | | | |
|  |  |  |  | |  |  |  |
|  |  | (3) | To ensure Estates Management information within the Estates Management System, Symphony, is accurate and validated. | | | | |
|  |  |  |  | |  |  |  |
|  |  | (4) | To provide reactive maintenance support as required and defined by the service specification. | | | | |
|  |  |  |  | |  |  |  |
|  | b. | Task… | | | | | |
|  |  |  |  | |  |  |  |
|  |  | (5) | To manage maintenance contractors ensuring quality and value for money. | | | | |
|  |  |  |  | |  |  |  |
|  |  | (6) | To ensure Estate compliance with Statutory & MOD Mandatory requirements. | | | | |
|  |  |  |  | |  |  |  |
|  |  | (7) | To maintain & manage Estates information within the association information management system (MIS) Symphony down to and including level 4 assets. | | | | |
|  |  |  |  | | | | |
|  |  | (8) | To prepare & execute the in year planned maintenance plan. | | | | |
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|  | c. | Task… | | | | | |
|  |  |  |  | |  |  |  |
|  |  | (9) | To prepare annual property inspection reports. | | | | |
|  |  |  |  | |  |  |  |
|  |  | (10) | To respond to reactive maintenance requests within the limit set out in the service specification. | |  |  |  |
|  |  |  |  | |  |  |  |
|  |  | (11) | To specify, procure and manage all maintenance, planned and reactive. | |  |  |  |
|  |  |  |  | |  |  |  |
|  |  | (12) | To act as clerk of works on major refurbishments and new builds. | |  |  |  |
|  |  |  |  | |  |  |  |
|  | d. | Task… | | | | | |
|  |  |  |  | |  |  |  |
|  |  | (13) | To procure all works and services in accordance with the procedures laid down in the commercial ways of working documents and service specification. | | | | |
|  |  |  |  | | | | |
|  |  | (14) | To be aware of the risk of fraud and have robust systems in place to check and verify contractors work. | | | | |
|  |  |  |  | | | | |
|  |  | (15) | To check, certify and pass for payment all contractors invoices. | | | | |
|  |  |  |  | | | | |
|  |  | (16) | To be aware of the client obligations under CDM regulations. | | | | |
|  |  |  |  | |  |  |  |
|  | e. | Task… | | | | | |
|  |  |  |  | |  |  |  |
|  |  | (17) | To be aware of and comply with safety rules & procedures 01 to 07 as defined in the joint services publication 375. | | | | |
|  |  |  |  | |  |  |  |
|  |  | (18) | To monitor contractor compliance with health & safety on site. | | | | |
|  |  |  |  | | | | |
|  |  | (19) | To liaise and co-ordinate with each site 4C’s duty holder. | | | | |
|  |  |  |  | | | | |
|  |  | (20) | Any other duty detailed by the HOE that is not mentioned above but is required for the effective delivery of the volunteer Estate. | | | | |
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| **4.** | **Description of Secondary Duties** | | | | | | |
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|  |  |  |  | |  |  |  |
|  |  | (1) | To be responsible for the delivery of property maintenance, planned and reactive of all Highland RFCA administered properties within a geographical area defined as North Area. Operating from the HRFCA sub office located at Gordonville Road, Inverness. | | | | |
|  |  |  |  | |  |  |  |
|  |  | (2) | The volunteer Estate is in a period of dynamic change, the Estates Officer must be prepared to accept and adjust to changes in the Estates delivery practice and method. Contributing positively to the development of best practice. | | | | |
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| **6.** | **General Qualifications and Personal Attributes** | | | | | | |
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|  | a. | Essential | | | | | |
|  |  |  |  | |  |  |  |
|  |  | (1) | At least 5 year’s relevant experience in the building industry, qualified to at least HND level or similar relevant qualification. | | | | |
|  |  |  |  | | | | |
|  |  | (2) | Ability to build strong working relationships with both internal and external stakeholders. | | | | |
|  |  |  |  | |  |  |  |
|  |  | (3) | Excellent communication, interpersonal and time management skills. | | | | |
|  |  |  |  | |  |  |  |
|  |  | (4)  (5)  (6) | Strong sense of team work with proven organisational experience.  Computer literacy, with strong knowledge of Microsoft Office applications.  Full UK drivers Licence (Clean). | | | | |
|  |  |  |  | |  |  |  |
|  | b. | Desirable | | | | | |
|  |  |  |  | |  |  |  |
|  |  | (1) | Experience in project managing small to medium size refurbishment projects | | | | |
|  |  |  |  | |  |  |  |
|  |  | (2) | Hold the IOSH Managing Safely Qualification | | | | |
|  |  |  |  | | | | |
|  |  | (3) | Knowledge of the Reserve & Cadet Forces of all 3 Services | | | | |
|  |  |  |  | | | | |
|  |  | (4) | Experience in Estates Management | | | | |
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|  |  |  |  | |  |  |  |
| **7.** | **Other Features** | | | | | | |
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|  | a. | This job description: | | | | | |
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|  |  | (1) | Should be discussed/read with the line manager at the time of receiving the annual Personal Development Report (PDR). | | | | |
|  |  |  | | | | | |
|  |  | (2) | May be reviewed in the light of changes during the period of your appointment and on change of incumbent. | | | | |
|  |  |  | | | | | |
|  | b. | Because of the changing nature of our business, your job description will inevitably change from time to time. You may be required to undertake other activities of a similar nature that fall within your capabilities and are commensurate with your grade. | | | | | |
|  | | | | | | | |
|  | c. | I have read and understood my job description and mandate of responsibility and have received a copy of same. | | | | | |
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|  |  |  |  | |  |  |  |
| Signed: | | |  | |  |  |  |
|  |  |  |
| Post holder (name): | | |  | |  |  |  |
|  |  |  |
| Date: | | |  | |  |  |  |
|  |  |  |
| Signed: | | |  | |  |  |  |
|  |  |  |
| Line Manager (name): | | |  | |  |  |  |
|  |  |  |
| Date: | | |  | |  |  |  |
|  |  |  |