

## Appendix 1

**BROXTOWE BOROUGH COUNCIL****JOB DESCRIPTION**

<b>Directorate:</b>	DCEX – Deputy Chief Executive
<b>Division:</b>	Asset Management & Development
<b>Post No &amp; Job Title:</b>	Project Officer
<b>Grade:</b>	TBC
<b>Responsible to:</b>	Senior Project Officer
<b>Responsible for:</b>	No responsibility for employees.

**Main purpose of the job**

This is an exciting opportunity to join our Asset Team, delivering excellent surveying and clerk of works services within the Capital and Development section of Landlord Services. Reporting to the Senior Project Officer, with guidance and direction from the Housing Development Manager, you will play a lead role in the successful management of specific capital works and development programmes from start to finish. These projects, delivered under various contracts, aim to improve our housing stock of circa 4,500 properties.

Working in partnership with internal and external stakeholders, you will ensure that objectives around quality, communication, and customer care are achieved, budgets are adhered to, and key performance indicators are met.

The role requires a detailed knowledge of building construction methods, procurement regulations, and materials—sufficient to identify and diagnose defects and deliver appropriate, cost-effective solutions.

**Main Duties and Responsibilities:**

1. Conduct surveys to identify scope of works, defects and remedies on issues including construction, non-decency, and development projects, requiring improvements and other work required on Council properties and new builds,

specifying remedies and work to be carried out, estimating costs, preparing tender documents and commissioning work.

2. Support the delivery of a wider range of housing projects across the Asset Management & Development Team, ensuring time and budgetary milestones are met, and to the necessary quality standards.
3. Responsible for conducting pre and post inspections, work in progress and handover inspections, accepting at handover only properties and projects that meet the specification and quality standards. Ensure robust snagging processes are conducted. Overseeing all work, monitoring progress, ensuring that work is completed on time, to specification, to budget and that all necessary planning, building control and other statutory permissions are identified and appropriately and timely obtained.
4. Co-ordinate a range of capital projects, and contractors conducting works to Council properties and development sites, including decent homes works, disabled adaptations, door entry, environmental improvements, estate improvement works, parking, planned and cyclical maintenance, and other necessary work, assessing and agreeing variations and final costs.
5. Provide accurate reporting to all necessary stakeholders, working collaboratively with internal teams, external partners and contractors, to achieve project objectives, whilst ensuring compliance with relevant policies, procedures and statutory requirements.
6. Drive efficiency and manage risk at every stage of project delivery, to ensure the successful implementation of strategic initiatives that enhance service delivery and asset performance.
7. Ensure that comprehensive records are kept of all specifications, tender documents, estimates, variations, handover documents and all other documents in relations to work conducted.
8. Ensure that all health and safety requirements are met, including asbestos, fire and compliance, and monitoring compliance by contractors.
9. Produce detailed tender documents and conduct procurement exercises for varies projects within capital and development.
10. To build and maintain relationships with Broxtowe Borough Council's customer/resident's experience, and other internal departments regarding defects.
11. To build and maintain relationships with contractors and consultants regarding defects, specification and scope of works agreed.
12. To monitor and action defects on behalf of development and capital works, consulting with customers and contractors.

- 13. Obtain quotes for repairs outside the defects process on new build properties and capital works.
- 14. Work with Broxtowe Council surveyors and clerk of works to resolve latent defects and process warranty claims when required.
- 15. Conduct feasibility studies, identifying remedies, costs and producing specifications of works.
- 16. Process invoices within financial limits.
- 17. Help develop audit files for development schemes ready for internal and external audit.
- 18. Support Complaints Team with information regarding formal complaints raised.
- 19. Help develop and improve our customer communication channels.
- 20. Any other duties to support the development team.
- 21. Carry out any duties or responsibilities that fall within the scope and grading of the post as directed by a line manager or Head of Service.

**DESIGNATED CAR USER**

A designated car user status has been attached to this post.

**SPECIAL CONDITIONS**

Where applicable: Duties may include attendance at evening meetings and/or work outside normal office hours.

**RESTRICTIONS**

This is not a politically restricted post.

**NOTE**

The Project Officer role should not be regarded as an exhaustive list of the duties that may be required. As duties and responsibilities change and develop the job description will be reviewed and be subject to amendment in consultation with the post holder during the Personal Development Review process.

All employees are expected to maintain a high standard of service delivery and to uphold the Council's policies in accordance with equality and diversity standards, and health and safety standards, and to participate in training activities necessary to their job.

	Name	Signature	Date
Job description written by:			___/___/___

Job description agreed by			___/___/___
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Date of issue: June 2025

Additional notes for JE/HR.
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