



**SPECIFIC DUTIES OF POST**

- (n) To manage the work of the Councils consultants, specialist sub-contractors or suppliers so as to ensure that their work is in the best interests of Crawley Homes and its tenants and is fully compatible with overall project requirements.
- (o) Monitor all projects and ensure that any variances from budgets are correctly reported and that valuations are prepared. Prepare and/or check payment certificates or contractors' invoices and ensure that these are submitted for approval in accordance with agreed timetables.
- (p) To undertake inspections of any Decarbonisation work carried out by partners and contractors in homes occupied by tenants and non-domestic buildings.
- (q) To work closely with the 'Responsive Repairs Team, and advise them of all matters relating to Decarbonisation and Energy matters as required by that section, and take instruction, plan and manage any work they deem necessary.
- (r) To inspect and report on Health and Safety incidents. Decide when to fill out a RIDDOR report, in accordance with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995.
- (s) Liaise closely with the "Asbestos Team" with regard to all work that has potential risks, in accordance with The Control of Asbestos at Work Regulations 2002.
- (t) To maintain the appropriate technical qualifications and expertise and use this knowledge to keep the planned maintenance and responsive repairs surveyors up to date with best practice and changes in legislation.
- (u) To maintain strong budgetary control over the energy efficiency programme works, including agreeing accounts and authorising invoices and payments.
- (v)
- (w)
- (x)
- (y)
- (z)
- (aa)

## CANDIDATE SPECIFICATION

(This is for information only and should be retained by the applicant)

POST: Decarbonisation Programme Manager	POST No: EC197
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CHARACTERISTIC SKILLS/ABILITIES	SPECIFICATION	
	ESSENTIAL	DESIRABLE
	<ul style="list-style-type: none"><li>• Able to accurately diagnoAP</li></ul>	

	<p>maintenance and repair</p> <ul style="list-style-type: none"> <li>• Experience of producing specifications, contract supervision, accounts certification for building maintenance work.</li> <li>• Experience of cost monitoring on large scale contracts</li> <li>• Project management experience.</li> <li>• Finance and Budgetary control.</li> <li>• Building maintenance experience.</li> <li>• Dealing with customers &amp; complaint handling</li> <li>• Experience in developing an decarbonisation strategy including carbon management/offsetting.</li> <li>• Experience in developing an asset strategy including completing surveys to domestic dwellings</li> <li>• Managing staff to ensure work programmes are carries out utilising new technologies where appropriate</li> <li>• Good negotiating skills and dealing with contentious issues</li> <li>• Good at public speaking and confident with peers, consultants, senior managers, Councillor members etc.</li> </ul>	<p>Authority work or housing association</p> <ul style="list-style-type: none"> <li>• Experience of working in Partnership</li> </ul>
<b>QUALITIES</b>	<ul style="list-style-type: none"> <li>• A positive attitude towards customer services issues.</li> <li>• Able to work in a demanding environment is essential and able to deal with tenants, lessees and contractors in difficult situations.</li> <li>• Must work as member of a team.</li> <li>• Communicate at all levels.</li> <li>• Work with minimum supervision.</li> <li>• Able to represent the Council in a confident, professional, pleasant manner and demonstrate a high standard of customer care when dealing with tenants, lessees and public.</li> <li>• Flexible within the Department.</li> </ul>	
<b>SPECIAL CONDITIONS</b>	<ul style="list-style-type: none"> <li>• May be required to co locate with third parties outside of the town hall building</li> <li>• Full and current UK driving licence</li> <li>• Occasional out of hours working</li> </ul>	