

JOB PROFILE



JOB TITLE:	Estates Project Officer
SALARY GRADE:	Grade 11
JE REFERENCE:	A808
DIRECTORATE:	Strategy & Performance
TEAM:	Estates
LOCATION OF WORK:	Service Headquarters
HOURS OF WORK:	35
DIRECTLY RESPONSIBLE TO:	Head of Estates

LEADERSHIP BEHAVIOUR LEVEL:	Leading Yourself
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MAIN JOB PURPOSE

To manage small value capital building contracts up to £1m, planning effective strategy and timescales to enable delivery of goods and services to an acceptable month, ensuring at all times that this brings value for money for the Authority.

The post holder will be committed to, encourage and promote the values of MFRS, the National Core Code of Ethics for Fire & Rescue Services, and act in accordance with our Ground Rules.

KEY AREAS OF RESPONSIBILITY

1. Appraise and detail works required and supervise the progress of remedial repair works to an acceptable standard after specifying the works to the approved contractors and obtaining competitive quotations/tenders as required.
2. To plan effective strategy and timescales to enable delivery of goods and services.
3. To perform property inspections and audits and ensure any resulting work is supervised, controlled and prioritised as directed by the Head of Estates.
4. To approve contractors' valuations, work and sign off completed works.
5. To undertake the project management of individual small works and revenue projects.
6. Manage small value capital building contracts up to £1m, maintaining contractual and fiscal control of various projects, including the authorisation of interim payments.
7. To assist with new Major Capital Building project design requirements.
8. To produce layout schemes for new buildings and adaptations.
9. To prepare tender and specification documents for Capital build projects.
10. Instruct Authority property Valuations Reports as required by financial regulations and advise on any matters that may arise.
11. To collate and analyse the rateable values of the authority properties.
12. To carry out and maintain a record of condition surveys, prioritising and progressing work in line with the property Asset Management Plan.

13. Provide technical advice on property related matters.
14. To provide a shared Estates on call facility on a rota of 24 hours, 7 days per week, 365 days per year cover.
15. To undertake any other duties deemed suitable by the Authority commensurate with the grade.

VALUES, BEHAVIOURS AND CODE OF ETHICS

As detailed in the Authority's CRMP, the Leadership Message clearly states our Values.

We serve with **Courage**

- By never settling for the status quo
- By being decisive and calm under pressure
- By having determination to see things through
- By being prepared to fail
- By celebrating diversity and being open to new opportunities and challenges
- By setting high standards and not being embarrassed for doing so
- By challenging ourselves to be better

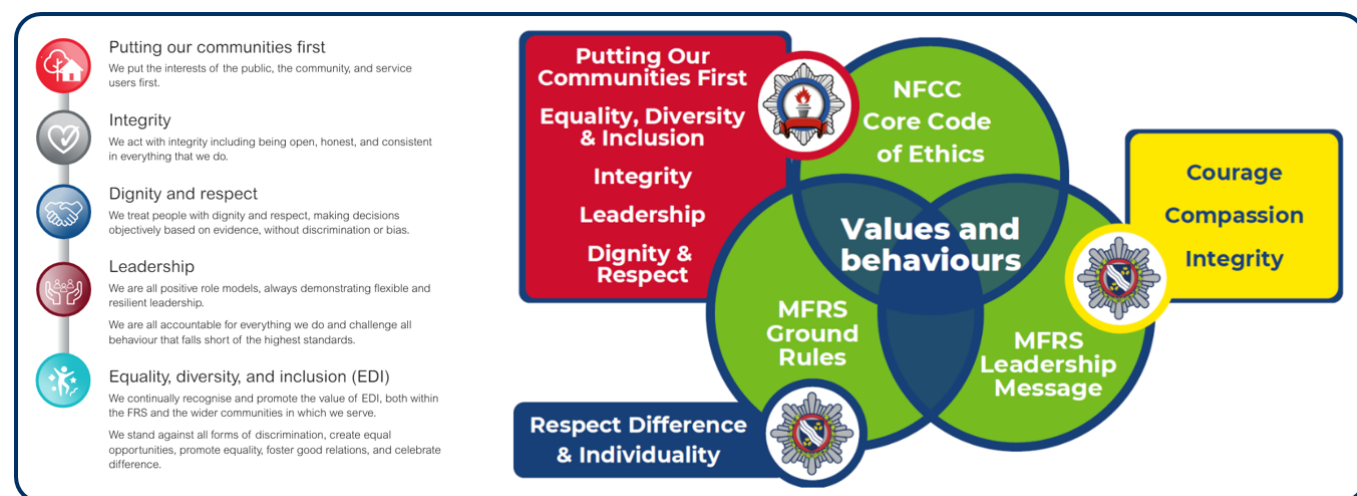
We serve with **Integrity**

- By doing the right thing even when it is hard or no one is looking
- By leading by example
- By standing up for what matters
- By being open, honest and fair
- By making decisions based on facts
- By explaining the why
- By being consistent
- By always doing what we say we are going to do

We serve with **Compassion**

- By acting with empathy and kindness
- By actively listening - hearing what is being said
- By going the extra mile to help
- By looking after and supporting each other, noticing what is going on for people
- By recognising each other's contribution
- By creating a sense of belonging
- By embracing and understanding difference

The National Core Code of Ethics for Fire & Rescue Services sets out five Key Principles, which provide a basis for promoting good behaviour and challenging inappropriate behaviour. The code is complemented by MFRA's Ground Rules, which outlines how we welcome difference and individuality, create a sense of belonging in the most inclusive way and provide some key, simple rules surrounding how we act.



LEADERSHIP BEHAVIOURS

LEADING YOURSELF

Personal Impact	I demonstrate Service values and behaviours.	I value inclusion and set a positive example to others.	I reflect on my own strengths and see the strengths of others (using colours).
Outstanding Leadership	I am an ambassador for the Service, taking pride and responsibility for the work we do and encouraging others to do the same.	I take responsibility and accountability for the quality of my own work.	I role model proactively, learning new skills and behaviours.
Service Delivery	I find out about my local community risks & associated behaviours to ensure we are offering the best service.	I plan ahead and prioritise my work, managing my time effectively to get things done.	I work to foster trust with others & build constructive working relationships to achieve goals.
Org. Effectiveness	I know what the key organisational goals are and how I contribute.	I work within the organisation's policies, procedures and processes.	I continuously seek to improve my performance & share my ideas.

Date job profile prepared / revised:

09.10.2015 L. Inman

MERSEYSIDE FIRE & RESCUE SERVICE

PERSON SPECIFICATION



Job Title:	Estates Project Officer	Team:	Estates
Salary:	Grade 11	Directorate:	Finance, Procurement & Estates
JE Reference:	A808		

QUALIFICATIONS & TRAINING	ESSENTIAL/DESIRABLE	ASSESSED BY
Competent in the use of Autocad or similar Cad software	E	A, I, PD
Member of a relevant professional Body (RICS / IWFM)	E	PD
Prince 2 project management	E	PD
Microsoft Project	D	PD
Property Valuations	D	PD
Health and Safety qualification - NEBOSH	D	PD
KNOWLEDGE & EXPERIENCE	ESSENTIAL/DESIRABLE	ASSESSED BY
Experience of working on minor to medium sized capital construction projects	E	A & I
Substantial professional experience in a wide range of estates property	E	A & I
Technical experience in building / construction industry	E	A & I
Experience of Revenue / Capital budget management	E	A & I
Public sector working experience / knowledge	D	A & I
Experience in completing condition surveys	D	A & I
Knowledge and understanding of building regulations	E	A & I
Knowledge and understanding of planning application process	E	A & I
An understanding of and commitment to improving environmental performance	E	A & I
Knowledge and understanding of CDM	E	A & I
Knowledge of Procurement & Building contracts – JCT / NEC	E	A & I
Knowledge and working experience of Computer Aided Facilities Management systems	D	A & I
Knowledge of Merseyside Fire and Rescue Service	D	A & I
Knowledge of BIM	D	A & I
SKILLS & ABILITIES	ESSENTIAL/DESIRABLE	ASSESSED BY
Excellent interpersonal skills with the ability to communicate effectively both verbally and in writing with a wide range of people in a clear and accurate manner	E	A & I
Ability to exchange complicated information both verbally and in writing	E	A & I
Excellent analytical creative and problem solving capabilities as an individual and as part of a team	E	A & I
Excellent negotiating and persuasive skills	E	A & I
Excellent project management skills	E	A & I
Ability to work to deadlines which are occasionally subject to conflicting demands	E	A & I
Self-motivated and can use one's own initiative	E	A & I
Ability to work with minimal supervision	E	A & I
Deliver projects against targets	E	A & I
Time and priority management	E	A & I
Excellent I.T. skills using Microsoft office packages i.e. Word & Excel	E	A & I
WORK RELATED CIRCUMSTANCES	ESSENTIAL/DESIRABLE	ASSESSED BY

	A commitment to model our values and behaviours; promoting a culture which embraces collaboration, inclusivity, high performance and wellbeing, striving to make a real difference to the communities we serve.	E	A & I
	Meet the medical and fitness standard required for the role	E	MFRS
	Disclosure Barring Service check, verification of unspent criminal records will be undertaken in the in the form of a standard disclosure barring service check	E	MFRS
	Full UK Driving Licence.	E	PD

A	Application	I	Interview	PD	Produce Documentation	MFRS	If successful & conditionally offered the role, MFRS will complete
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