



## 1. JOB DESCRIPTION

<b>Job Title:</b>	<b>Adaptations Officer</b>
<b>Department:</b>	Development
<b>Responsible to:</b>	Head of Technical, Innovation & Climate
<b>Responsible for:</b>	<b>Adaptations</b>
<b>Grade:</b>	Market Assessment £34,550 (Feb 22)
<b>Qualifications:</b>	Degree in relevant Construction discipline/ HND Building Studies or equivalent, plus relevant experience in Computer Aided Design, planning and building regulations, building construction, defects and contract legislation and administration

**Date of Evaluation:**

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### 1. Purpose of the Post

- 1.1 To visit ClwydAlyn Housing residents in their own homes to provide relevant technical advice to elderly and disabled residents, to assist them to make informed choices about repairs and adaptations to their homes.
- 1.2 To provide technical information, recommendations and advice to Group staff, external partners and Clients on adaptations, repairs and maintenance work.
- 1.3 To provide technical practical assistance to enable contractors to proceed with work, including obtaining estimates by competitive or negotiated tender and evaluating them upon receipt, and to monitor all repair/improvement/adaptation work which enables older and/or disabled people to remain in their own homes.
- 1.4 To be responsible for all the technical aspects of the ClwydAlyn service and the relevant supervisory responsibilities for staff in connection with implementation of the Adaptations service delivery.
- 1.5 To assist in the provision of in-house architectural and surveying service for the acquisition, design and procurement of dwellings from the private sector for rehabilitation.



- 1.6 To assist in the provision of in-house architectural and surveying service for the adaptation, improvement and repair work for the Group's properties, or other housing associations as part of ClwydAlyn services.
- 1.7 To carry out site inspections on new-build and refurbishment schemes on site and in defect liability period.
- 1.8 Liaising with Development Contract Administrators, monitoring and reporting on standard of workmanship, progress and compliance with the specification

## **2. Knowledge & Abilities**

- 2.1 In addition to the qualification requirements it is considered the postholder will have knowledge in respect of:
  - 2.1.1 Inspecting properties for adaptation requests and diagnosing defects, specifying repairs, remedial works and preparing schedules for preliminary estimates.
  - 2.1.2 Ability to advise the Head of Technical Innovation & Climate on solutions to individual needs in relation to adaptations.
  - 2.1.3 Ability to prepare preliminary and detailed drawings and specifications for adaptations and improvements.
  - 2.1.4 If required, the ability to advise clients on engaging consultant surveyors, engineers or architects to carry out above work.
  - 2.1.5 The ability to assess the type of assistance required and to prioritise workload as necessary.
  - 2.1.6 Maintenance of appropriate written/ digital records of all work carried out.
  - 2.1.7 Ability to seek estimates for work, evaluating those estimates and reporting to Head of Technical Innovation & Climate/client.
  - 2.1.8 Ability to administer and supervise minor works contracts or the like.
  - 2.1.9 Liaising, monitoring the performance and instructing contractors from commencement of contracts to practical completion and advising when payments are properly due.



2.1.10 Knowledge of building regulations and construction law and the ability to ensure that all work complies with same.

2.1.11 Ensuring that all work receives necessary building regulations Welsh Water and planning approval.

2.1.12 Maintaining and supervising the list of approved contractors.

2.1.13 Knowledge of Health & Safety regulations and the new Building Safety Regime for Wales and the ability to ensure that all work is completed with due regard to these regulations and with regards to restrictions applied by the Group's Insurers.

2.1.14 Numeracy and literacy.

### **3. Managing Others**

3.1 This post involves continual allocation of work to Inspectors/ Assistants/ administrative staff and the administration of Contractors

### **4. Working with Others**

4.1 The postholder is expected to work across sectors involving a range of multi-disciplinary partners.

4.2 Excellent communication skills are required to ensure effective service delivery. The postholder will be expected to:

4.2.1 Fully participate in inter-Agency working for the benefit of the Client, liaising where appropriate with grant officers, community occupational therapists, Welsh Assembly Government Officers and other relevant professionals in the preparation of an appropriate scheme of work.

4.2.2 Give, receive and effectively communicate information to relevant parties.

4.2.3 Represent the Group at Meetings and Seminars in conjunction with / in the absence of the Director of Development, Head of Development

4.2.4 Provide technical advice and guidance to Clients and to the Development staff.

4.2.5 Communicate and work in close co-operation with other members of the Group.



4.2.6 Liaison with the Technical inspectors/ Assistants as appropriate in order to provide Technical advice as necessary.

4.2.7 To provide information and contribute to reports containing relevant information and advice on technical aspects of the service, including summaries of work undertaken.

4.3 To ensure that the Lone Working Policy is adhered to.

## **5. Problem Solving / Decision Making / Innovation**

5.1 The postholder is expected to work within defined frameworks, both internal and external to the ClwydAlyn Housing and to work using own initiative to overcome and solve problems within existing broad procedure and policy direction.

5.2 Due to the nature of the work, the post requires a flexible and innovative approach to problem solving in order to assist the Group and its Clients to achieve the outcome that is required.

5.3 Working within a team environment, it is expected that the postholder has an understanding and experience of team working and working with staff from diverse disciplines.

## **6. Use of Technology**

6.1 Knowledge, understanding and practical experience of IT packages including CAD.

6.2 In conjunction with other staff, to ensure that the schemes database system is kept up to date in terms of programmes and progress of existing and potential projects. Providing up to date live lists of projects.

6.3 The postholder is expected to have knowledge, understanding and practical experience of IT packages relating to maintenance services, development and stock condition management.

6.4 The postholder is expected to have good knowledge, understanding and use of mobile working equipment and surveying equipment.

6.5 The postholder will be expected to ensure that the IT systems relating to Maintenance, property attributes and stock condition are kept up to date in terms of asset management in designated geographical area. Updating systems with new certificates and the like.



## **7. Budgets & Cash Handling**

- 7.1 To monitor scheme budgets and to provide timely information regarding this budget to the Head of Technical Innovation & Climate and Executive Director of Development.
- 7.2 To ensure that any work that falls outside the remit of the grants process is agreed in advance with clients/ Head of Development and to ensure that funds exist to pay for this work.
- 7.3 To monitor and report on budget expenditure on projects undertaken.

## **8. Unsocial Conditions / Special Circumstances**

- 8.1 A flexible approach to the role is required which may include occasional evening and weekend working.
- 8.2 To keep up-to-date with Continuous Professional developments in the relevant fields of work through attendance on courses, seminars and conferences, as appropriate.

## **9. Group Core Responsibilities**

- 9.1 To be responsible for establishing good working relationships both internally and externally.
- 9.2 To be responsible for the application of Health & Safety practices within the daily operations, sharing a common responsibility for Health & Safety across the Group.
- 9.3 To comply with the Group's Risk Management Strategy, identifying and mitigating against risk.
- 9.4 To be responsible for the application of Equal Opportunity practices in accord with Group policy and procedures within daily operations.
- 9.5 Compliance with Standing Orders and Group Policies and Procedures, especially with regard to Community Services. To make known to Senior Officers any areas which are not adequately covered.
- 9.6 To perform any other reasonable task as determined by the Group Chief Executive or Board of Management or Executive Leadership Team.