

Job Description - Estates Work Supervisor (PB6a)

Job Summary

Help change the look and feel of our built estate by assisting the district building surveyor and estates department in delivering professional management of buildings, utilities and general estate services by the most efficient means possible.

Reporting to the Building Surveyor the EWS will plan, specify and supervise a range of contracts to maintain, repair and improve the Built Estate and ensure statutory compliance. The EWS will implement and monitor programmes of work to a high standard ensuring compliance with legislation and Forestry Commission processes policy and guidance. This will mean the EWS will promote adherence to relevant policies, procedures, regulations and legislation, including equality and diversity and health and safety, ensuring that recognised control procedures and practices are maintained. To do this the EWS must be able to confidently handle challenging conversations and be competent at organising stakeholders and coordinating work. The role will also require the accurate management and filing of data / records within both national and district management systems.

The EWS will support and guide staff involved in the management and maintenance of all Commission property. This will include carrying out Building inspection reports (BIRs) and assisting the wider Estate's department to review BIRs produced by building managers. The EWS will help plan and implement the remedial works identified from these inspections.

The EWS will, with reference to the wider Estate's department, liaise with tenants to implement and review works carried out on let properties. The EWS will plan and monitor the progress and quality of routine contract work and assist the wider Estate's department to do the same on more complex projects. This will be achieved by visiting active contract sites for pre-start meetings and making subsequent visits at a frequency appropriate to the contract to monitor progress, quality and health and safety etc. The EWS will robustly respond to any breaches of contract conditions, including health and safety. Experience of producing and complying with risk assessments and method statements will be essential, an understanding of CDM requirements is desirable for both the requirements of the client and contractor(s).

The EWS will complete or oversee contractors completion of those regular resumption items assigned to the role for the management of the built Estate including compliance related activities such as waste management, private sewage, asbestos management, water hygiene and private water supply, fire risk management, electrical and gas safety etc.

Key Responsibilities & Accountabilities

Additional Key Work Areas

- Carrying out Building inspection reports (BIRs) and assisting the wider Estate's department to review BIRs produced by building managers.
- Plan and implement the remedial works identified from BIR's.
- Liaise with tenants to implement and review works carried out on let properties.
- Visit active contract sites for pre-start meetings and make subsequent visits to monitor progress, quality and health and safety. Robustly respond to any breaches of contract conditions.
- Produce Risk Assessments and method statements for a wide range of projects.

And any other tasks, reasonably requested by your line manager.

Location-Specific Information

This role will be based in Bellingham, Hexham, Northumberland NE46 3LD. There will be considerable travel around the North East of the district.

Skills, Knowledge & Experience

Essential Professional and Technical experience

- Previous experience in property and contract management and supervising works on site
- Demonstrable experience in clearly and concisely communicating both verbally and in writing.
- Experience and competency in IT packages including MS Office.
- Experience with producing and reviewing risk assessments and method statements

Desirable Professional and Technical experience

- A Higher National Qualification in construction, construction management, building services or similar.
- Experience with basic specifications and coordinating programmes of work.
- Experience of undertaking or overseeing statutory compliance tasks
- An understanding of the CDM 2015 regulations
- Experience in GIS software

Qualifications

Essential

- a GCSE in Maths and English or functional skills equivalent.
- A full driving licence that enables unrestricted driving in the UK.