

Asset Maintenance (Fabric) Officer / Assistant

Grade 11 or 12 – Appointments will be made at a level appropriate to skills or experience

Job purpose

At Kirklees we want to be innovative and creative in the way we work to deliver our services to our communities. Capital Delivery & Facilities Management is tasked with making the Kirklees economy more resilient and better able to adapt to economic and environmental pressures and challenges.

Working as an Asset Maintenance (Fabric) Officer/Assistant for Corporate Facilities Management you will lead on the day to day repair and general maintenance of all Council land and assets which may also include supporting our Capital Delivery Team on multi-discipline and single-discipline designs for new builds, refurbishment and remodelling building contracts.

Assets can take on many forms from land with retaining walls to newly built facilities to the care and repair of our older Heritage listed sites. You will be part of a busy and ambitious Facilities Team which aims to ensure that our land and assets meet the needs of the Council and the people/customers that use them.

This role is based within Capital Delivery and Facilities Management (CD&FM) which is part of Growth and Regeneration. Find out more about [working for Kirklees](#).

Key areas of responsibility

Adopting the Council's key working principles e.g. "people" and "partners" and "place" you will assist in the care and repair of the Council's assets, working effectively with colleagues, suppliers and partners to ensure that the Council's and customer needs are met.

In either job as an Asset Maintenance (Fabric) Assistant or Officer you will have technical and design responsibility for repairs and maintenance for the Council's Assets.

You will specialise in Fabric Maintenance / Building Surveying undertaking technical and design responsibility for a range of revenue and capital projects for the repair and maintenance of the Council's Land and Property assets which may include multi-discipline and single discipline design teams for new build, refurbishment and remodelling building contracts.

Your responsibilities will extend across the service, and you will ensure a joined-up response to complex problems that may cut across the service and other directorates.

Leading on delivering high performance in your areas of responsibility you will inspire staff, colleagues, elected councillors and partners to ensure that strategies and priorities are delivered effectively both for and in partnership with our customers.

You will liaise with clients on revenue repairs, and where required capital investments to define the scope of work required for Care and Repair understanding the business needs, aims and objectives in meeting their desired outcomes.



You will manage and monitor external professional consultants and contractors involved in designing and implementing asset improvement works through the Council's framework agreements.

You will have extensive professional experience, strong negotiation, consultation and influencing skills which are essential for this job, as is the ability to build, maintain and manage effective working relationships with stakeholders, clients and partners through regular site visits and liaison meetings.

You will ensure maintenance works projects of various complexities are produced using contract documents appropriate to the commission and prepared to suit the adopted form of contract and procurement route.

You will maintain high standards of professionalism in the delivery of services and ensure levels of competency in accordance with the requirements of the appropriate professional body.

You will ensure you are fully compliant with all statutory requirements, codes of practice, current legislation and standards in relation to building construction and the use of buildings.

You will work alongside colleagues and with your line manager to ensure that a high quality, customer focussed and value for money service is delivered. You will identify and deliver service improvements and work effectively with suppliers and stakeholders to ensure that customer needs are met, and risk is minimised.

You will create and maintain an organisational 'can do' culture which is rooted in to the value of the Council and provides a supportive frame work in which individuals and teams can develop and strengthen their performance to deliver quality outcomes.

You may be required to participate in an emergency 'out of hours' standby telephone duty system operating on a rota basis.

We need our employees to be driven to achieve the best, to be hard working, respectful and thoughtful to each other and our customers and to be creative, wherever they work.

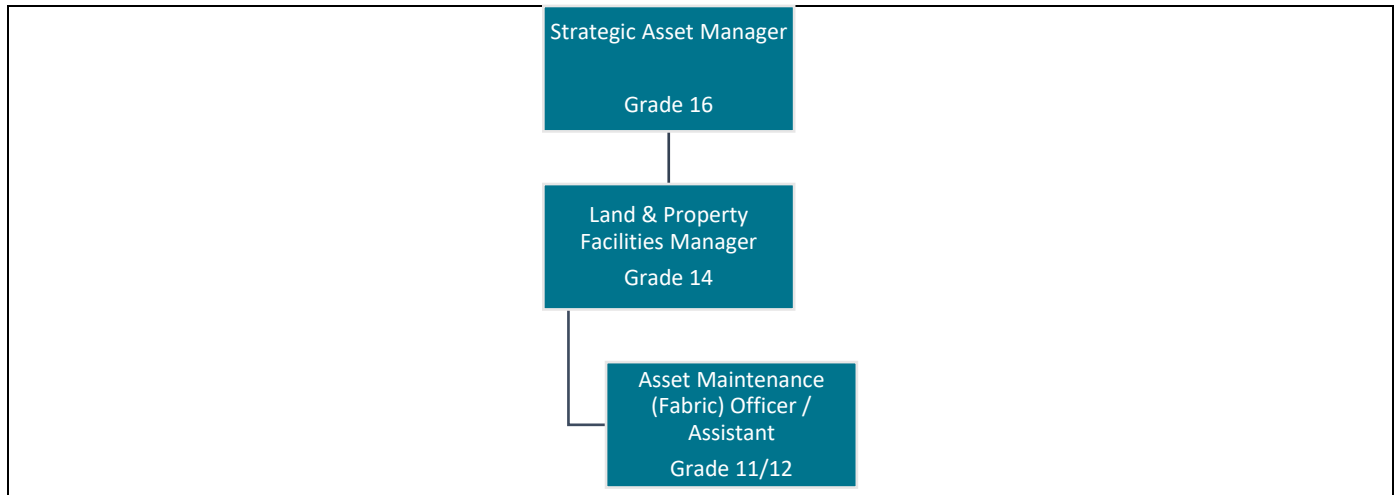
With relevant Fabric Maintenance/Building Surveying experience, preferably working within a multi sector operator environment, you will have a positive approach, be committed to service delivery and able to demonstrate a proven track record.

You will have experience of working with a wide range of clients, stakeholders and establishments from the public and private sector with the ability to manage and administer a large and wide-ranging case load, working efficiently to meet timescales/deadlines.

You will enjoy working with people and working as part of a team. With a friendly, supportive and respectful manner you'll enjoy the opportunity to engage with a wide range of customers both inside and outside of the Council. Your excellent communication skills will underpin and support this.

You will pay attention to detail and be accurate and timely with your record keeping whilst being creative and innovative in finding solutions to client's shortfalls in non-compliance issues.

Position of job in organisational structure



Employee Specification

Knowledge, qualifications, skills and experience	Shortlisting criteria
Can demonstrate experience of working in a similar role at a similar level of expertise	Essential
Holds a relevant professional or academic qualification (a minimum BSc or HND In Building Surveying) that supports and develops the skills and abilities required for the post	Essential
Understanding and experience of all statutory requirements, codes of practice, current legislation and standards in relation to building construction and the use of buildings	Essential
Required to work effectively on all occasions with minimal or no supervision, possessing significant skills, knowledge and experience in Fabric Maintenance, ensuring commissions are completed in full, to the quality, time and cost requirements of the brief.	Essential
Demonstrate knowledge, skills and experience of managing and delivering complex project work.	Essential
Experience of managing and monitoring external professional consultants and contractors involved in designing and implementing asset improvement works through a framework.	Essential
Can demonstrate applied knowledge of Building Pathology and defect Resolution	Essential
Experience of presenting information to service managers, groups, leading discussions/facilitating training sessions	Essential
Effective communication skills with experience of liaising with staff, clients and stakeholders	Essential

Knowledge, qualifications, skills and experience	Shortlisting criteria
IT skills to support accurate and timely case recording, reports and training material.	Essential
Experience of production of graphic, drawn and written specification materials in a range of industry acceptable formats such as AutoCAD, NBS, Revit, etc.	Essential
Travel is an essential part of this job, therefore it would be extremely difficult for you to do your job effectively if you did not use a car for all or most of the time. It is essential that you hold a full and valid driving licence and it is expected that you will either use a Council vehicle or your own car	Essential
DBS Check will be required	Essential
Ability to work flexibly including evenings and weekends, when required	Essential
Willingness and ability to participate in an emergency out of hours standby telephone duty system operating on a rota basis	Desirable

Behaviours and expectations

The right behaviours and attitudes are as important to us as the skills you bring to the job. We expect all our employees to demonstrate the following behaviours:

- Positive
- Honesty
- Respectful
- Flexible
- Communicative
- Supportive

You will also promote and be a role model of the Council's expectations of a New Council Employee within the organisation. This role is at level 2. Find out more about [Council Behaviours and Expectations](#).

General information

See your responsibilities related to [Safeguarding](#).

This post requires you to work flexible hours, including occasional evenings and weekends. The post holder may also be required to travel to various locations in order to carry out the duties of the post. Driving licence or able to travel independently across Kirklees, exceptions maybe made for disabled candidates.

This Job Profile is intended to provide an understanding and appreciation of the responsibilities of this particular job. It is not possible to specify every detail and we expect you to work flexibly within your skills, knowledge, experience and grade of this job.

For Office Use Only:

Job Category	Economy & Skills	Grading ID	62600
Job ID	80100086	Last Updated	February 2021
Job Focus	No	Career Progression	No

Contractual Variants

DBS Category	n/a	DBS Type	n/a
Health Check	n/a	Politically Restricted	n/a
24/7 working	n/a	Public Holidays	n/a
Night Working	n/a	Alternating Pattern	n/a
Standby	n/a	Other	n/a