

# Technical Services Officer (Architectural) – Grade 12

## Job purpose

At Kirklees we want to be innovative and creative in the way we work to deliver our services to our communities. We know we have challenging times ahead, so we are always looking for better and smarter ways to work. As Technical Service Officer (Architectural) in the Council's Corporate Landlord and Capital Department you will possess extensive professional architectural design experience, strong negotiation, consultation and influencing skills. You will support Technical Services Manager with leading and ensuring effective design and delivery of capital programmes and individual projects involving new build and extensions, remodelling schemes relating to schools, leisure centres, offices, depots, blocks of flats, listed buildings that form part of the Council's Capital investment and Blueprint Plan/s ranging from £10K up to £5M of architectural services.

You will be able to build, maintain and manage effective working relationships with stakeholders, clients and partners through regular site visits and liaison meetings. You will also be responsible for ensuring that the service is delivered in line with agreed contracts, policies and procedures. You can expect commitment to your personal and career development.

This role is based within Economy and Infrastructure.

Find out more about [working for Kirklees](#).

## Key areas of responsibility

Managing the performance and responsibility for a range of capital projects involving multi-discipline and single discipline design teams preparing new build, refurbishment and remodelling building contracts.

Act in the role of Lead Architectural Design on routine and complex projects and manage design teams within a trading account. You will be able to initiate, develop and promote the professional, commercial and contractual factors affecting service delivery including applying information technology to best advantage.

Act as the Council's Technical Authority in relation to its Built Environment and Assets, developing, implementing, monitoring and amending technical specifications, strategies, practices and standards to ensure compliance with all statutory requirements.

Provide advocacy as a technical architectural expert to the Capital Delivery and Development team during implementation of projects and to Senior Managers, Elected Members, Council Cabinet, Scrutiny, Partners and all Stakeholders.

Establish and maintain Technical Specifications and Council standards to reflect good practice and to establish performance standards for safety critical elements, ensuring modifications and new build projects comply with specifications and standards, managing and approving any deviation from these standards.

Liaise with clients on capital and revenue investments to define the scope of work required for asset improvements understanding the business needs, aims and objectives in meeting their desired outcomes.

Ensure a high quality, customer focussed and value for money service is delivered. Identify and deliver service improvements and work effectively with suppliers and stakeholders to ensure that customer needs are met, and risk is minimised.

Develop and improve the service's ability to adopt a partnership approach with Council Directorates and external agencies to ensure concept designs are developed with the understanding of desired outcomes and that effective relationships are maintained.

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

Specializing in the design, development, construction and operation of architectural services:

Range of skills and abilities include having a detailed knowledge of architectural issues associated with new build, extensions, remodelling and refurbishment of all building types including historic and listed buildings. Specialist duties and responsibilities may include 'some or all' of the list below:

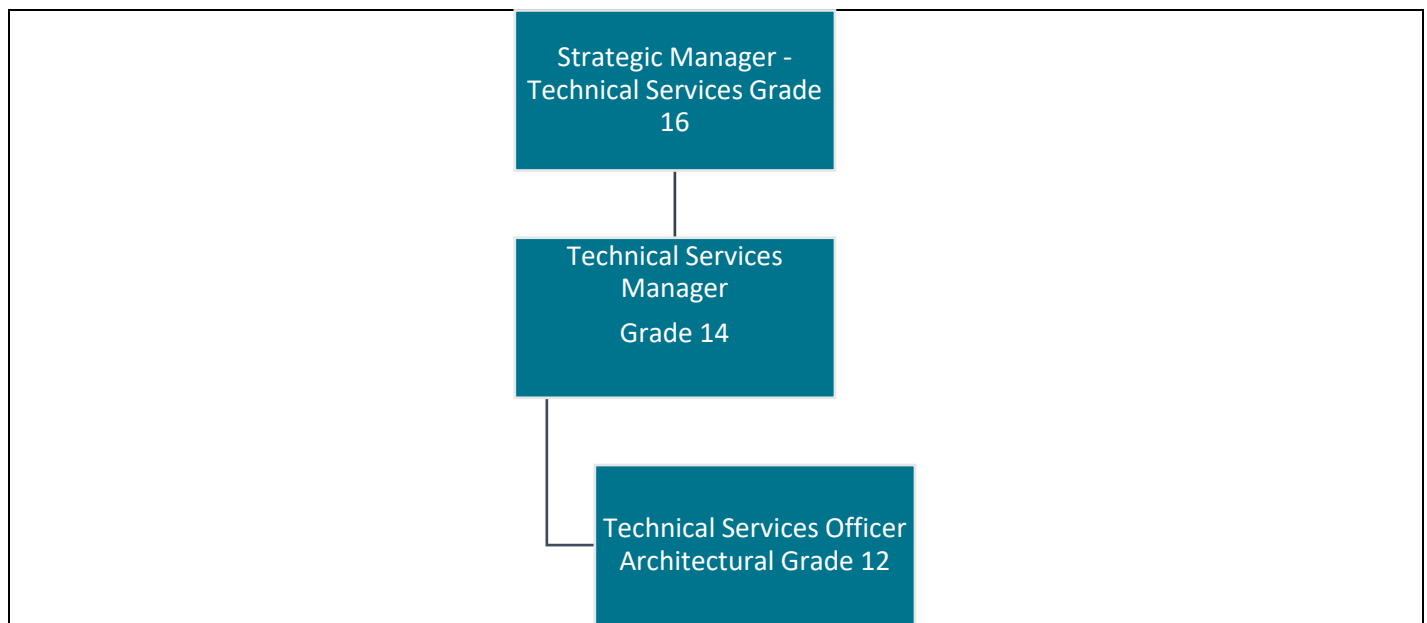
- *New build, extension, remodelling and refurbishment of all of building types owned and/or operated by the Council and associated organisations, including listed buildings.*
- *Design and Access Statements.*
- *Construction (Design & Management) Co-ordinator.*
- *Services co-ordination and integration.*
- *Contract buildability, sequencing and phasing.*
- *Value analysis and control.*
- *Quality standards (Design and Specification).*
- *Party wall surveying.*
- *Contract administration.*
- *Building fabric construction details for traditional and framed structures.*
- *Building fabric construction details for flat and pitched roofs, both traditional and modern.*
- *Building fabric construction detailing for external walls including traditional brick or stone masonry together with composite panelling, rain-screen and curtain walling.*
- *Door and screen detailing and scheduling.*
- *Fixture and fittings detailing.*
- *Drainage layout and design including associated scheduling.*
- *Component scheduling.*
- *Finishes scheduling including colour scheduling.*

Work effectively on all occasions with minimal or no supervision, possessing significant skills, knowledge and experience ensuring commissions are completed in full, to the quality, time and cost requirements of the brief.

Ensure design teams are co-ordinated and projects of various complexities are produced using computer-aided design software and including contract documents appropriate to the commission and 'Form of Contract'

- Provision of technical advice/knowledge/asset improvement projects/whole life costing to the satisfaction of customers through high quality individual performance and through proposals for continuous improvement.
- Ensure that Council Standards reflect the functional/operational asset needs of Services.
- Successful design, deliver and effectively manage capital design projects within budget, to agreed timescales and to required standards.
- Determine good practices and promote the application of new technologies and techniques to achieve safe and cost-effective methods for operational, maintenance and modification activities.
- Successful delivery of services through the development and maintenance of positive relations and communications with all stakeholders, partners, members, senior managers and service providers across all organisations.

## Position of job in organisational structure



## Employee Specification

| Knowledge, qualifications, skills and experience                                                                                                                                                                                                                       | Shortlisting criteria |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------|
| IT literate and experience of using software packages e.g. word, excel, etc including bespoke packages for example: AutoDesk, NBS, Sketchup design packages.                                                                                                           | Essential             |
| Extended previous formal training, to graduate or professional qualification level, or equivalent, plus training and experience in the application of the knowledge to the specific requirements of the job.                                                           | Essential             |
| Post qualification demonstrable design experience in their area of excellence on both single and multi-discipline capital or revenue projects.                                                                                                                         | Essential             |
| Provable experience over the last five years in leading and managing single/multi-disciplinary design teams.                                                                                                                                                           | Essential             |
| Proven track record of production and delivery of architectural work packages to an agreed level of performance and standard.                                                                                                                                          | Essential             |
| Proven track record of managing complex organisational programmes of work and project risks.                                                                                                                                                                           | Essential             |
| Team player style of approach, ready to take on any challenge.                                                                                                                                                                                                         | Essential             |
| Must be able to travel independently to and from locations away from the office such as construction sites or consultant's offices. In addition, individuals need to be able to visit construction sites, and be able to ascend and descend scaffolding as an example. | Essential             |

## 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. You may also be required to travel to various locations in order to carry out the duties of the post.

You will be expected to carry out your duties in line with the Council's policies, procedures and relevant legislation. You will be made aware of these in your appointment letter, statement of particulars, induction, ongoing performance management and development and through Council communications.

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 |  | Grading ID         |                             |
| Job ID       |  | Last Updated       | Gary Williams<br>04/06/2020 |
| Job Focus    |  | Career Progression |                             |

## Contractual Variants

|               |  |                        |  |
|---------------|--|------------------------|--|
| DBS Category  |  | DBS Type               |  |
| Health Check  |  | Politically Restricted |  |
| 24/7 working  |  | Public Holidays        |  |
| Night Working |  | Alternating Pattern    |  |
| Standby       |  | Other                  |  |
| Checked by HR |  |                        |  |