

Job Description

Job Title: **Assistant Construction Development Officer**

Salary Scale: EVH Salary Scale Grade 5 PA13-PA16 £33,686 – £36,924
Inclusive of Islands and Car Allowances Responsible to:

Line Management: **Construction Development Manager**

Contract Type: 18 month contract with possible extension

Main Objectives of Post:

Under supervision of the Construction Development Manager gather and present information from a variety of different sources including the planning section, utilities, SEPA, topographical surveys and site investigation. Draw conclusions and recommendations from the information gathered.

Under supervision of the Development Manager project manage a range of housing development projects from feasibility study stage to completion on behalf of TIG and TIG's range of clients.

Under supervision of the Construction Development Manager produce plans as part of our feasibility, planning application and building warrant submission services, using Autocad.

Under supervision of the Construction Development Manager produce detailed project plans and reports comparing actual with planned activity, providing an explanation regarding slippages in programme and deviations from budget and or specification.

On behalf of TIG and TIG's Clients administer procurement exercises adhering to TIG's procedures and good practice on behalf of TIG and TIG's range of clients.

To survey empty properties and carry out a feasibility study and financial assessment to determine if the property is suitable to be brought back into use through the TIG Empty Homes Project.

To assist with project development including, project management, business planning, and the preparation of funding applications.

Visit building sites to ascertain contractor progress compared with programme, ensure workmanship is of an acceptable standard and ensure that adequate health & safety measures are in place.

Attend monthly project progress meetings.

With the Construction Development Manager deliver a Clerk of Works service to TIG's clients.

Assist Principal Designer in ensuring that Health & Safety procedures are planned and implemented for all project works.

Main Duties and Responsibilities

To prepare reports to the relevant client board meetings or TIG Committee Meetings as directed by the Construction Development Manager and CEO

Represent TIG at project meetings, site meetings, snagging inspections, end of defects inspections, etc.

Ensure that all duties are performed in a safe manner so that there is no risk to the health and safety of yourself, any other employee or member of the public.

Such other relevant duties as are required in discussion with the Construction Development Manager, CEO and/or TIG's Management Committee.

Qualifications and Experience

A relevant qualification in the fields of housing, project management, construction or property is desirable but not essential.

Experience of social housing development is desirable.

Effective communication both, written and verbal, and the ability to undertake presentations to groups.

Enthusiasm for Housing, Energy and Environment related issues.

Ability to work as part of a team under own initiative and to work under pressure to tight timescales.

Driving licence and own car.

Willingness to attend meetings outside normal working hours, including extensive travel and nights away from home.

Training

The successful appointee will be expected to attend seminars, conferences and training as appropriate.

Assistant Construction Development Officer

Post Title: Development Assistant		Grade: PA 13-16
Criteria	Essential	Desirable
Skills & Abilities	<ol style="list-style-type: none"> 1. Excellent communication skills 2. Word processing, spreadsheet and database skills 3. Ability to organise own workload and work on own initiative 4. Presentable manner 5. Full, driving licence and access to a car 	<ol style="list-style-type: none"> 1. Good administrative skills, including servicing committees 2. Ability to communicate well with members of the public
Experience	<ol style="list-style-type: none"> 1. Two year's work experience in property, surveying or construction related field 2. Able to stand up to stress and to get on with people at all levels. 	<ol style="list-style-type: none"> 1. Five years work experience at a responsible level in housing development/project management and a track record of achievement. 2. Project management aptitude. 3. Experience of working with voluntary committees. 4. Experience of preparing funding bids to various grant giving bodies. 5. Experience using 2-D Autocad or equivalent design software.
Knowledge	<ol style="list-style-type: none"> 1. Knowledge of information technology, especially MS Office. 2. Knowledge and understanding of crofting legislation, the planning system and the roles of relevant organisations with an interest in housing provision in the Outer Hebrides 3. Enthusiasm and commitment to identifying development related challenges in rural communities and facilitating the implementation of community led solutions 	<ol style="list-style-type: none"> 1. Understanding and speaking Gaelic 2. An understanding of general financial planning control and budgeting. 3. Knowledge of construction project management or property management. 4. Knowledge of the important organisations in social housing and the issues facing social housing providers in Scotland. 5. Aware of Housing related Scottish Government Policy. 6. Understanding and speaking Gealic
Training and Qualifications	<ol style="list-style-type: none"> 1. Higher Level Education 2. Willingness to undertake any appropriate training, including attending courses on the mainland. 	<ol style="list-style-type: none"> 1. Degree level education in relevant field. 2. Training courses in computer skills
Other Requirements	<ol style="list-style-type: none"> 1. Commitment to Tighean Innse Gall's aims and objectives 2. Enthusiasm for housing, domestic renewables and energy efficiency related matters. 3. The ability to work flexibly and to work evenings when required and weekends 4. Good attendance record 	<ol style="list-style-type: none"> 1. Understanding of vulnerable client group. 2. Understanding of Health and Safety matters

SUMMARY OF CONDITIONS OF SERVICE

Job Title: Assistant Construction Development Officer
Contract Type: 24 month contract with possible extension
Salary Scale: EVH Salary Scale Grade 5 PA13-PA16 ££33,686 – £36,924

Including islands and car allowances.

Hours of Work: 35 hours
Leave Entitlement: 25 days Annual Leave
15 Public Holidays

Place of Work: Tighean Innse Gall
13-15 Francis Street
Stornoway
Isle of Lewis
HS1 2XF

Notice Period: 1 Month

Salary Payment: Monthly by bank transfer

TEAS/Tighean Innse Gall has a non-smoking policy in its offices.

SHAPS pension scheme in operation

TIG operate a flexi time and hybrid working policy.

Employers in Voluntary Housing Conditions of Service will apply.

Trial Period: A three month trial period will apply.

Career Grade : Development Assistant - Construction Development Officer

Summary of responsibilities and duties at each stage of career, movement between stages is subject to a satisfactory appraisal.

Stage	Scale	Qualification/Experience	Work Responsibilities	Work Quality
Assistant Construction Development Officer	PA13 - PA16	Higher Education 1 year work experience	<p>Main Objectives of Post</p> <p>Under supervision of the Construction Development Manager gather and present information from a variety of different sources including the planning section, utilities, SEPA, topographical surveys and site investigation. Draw conclusions and recommendations from the information gathered.</p> <p>Under supervision of the Construction Development Manager project manage a range of housing development projects from feasibility study stage to completion on behalf of TIG and TIG's range of clients.</p> <p>Under supervision of the Construction Development Manager produce plans as part of our feasibility, planning application and building warrant submission services, using Autocad.</p> <p>On behalf of TIG and TIG's Clients administer procurement exercises adhering to TIG's procedures and good practice on behalf of TIG and TIG's range of clients.</p>	<p>Able to prepare clear reports which examine subject. Draw evidence-based conclusions that are clear and concise. Able to present reports confidently.</p> <p>Demonstrate growing understanding of housing and community development.</p> <p>Consistently produce plans that meet planning and building warrant requirements.</p> <p>Demonstrate working knowledge of TIG's procurement procedure and procurement good practice.</p>

			<p>To survey empty properties and carry out a feasibility study and financial assessment to determine if the property is suitable to be brought back into use through the TIG Empty Homes Project.</p> <p>To assist with project development including, project management, business planning, and the preparation of funding applications.</p> <p>Visit building sites to ascertain contractor progress compared with programme, ensure workmanship is of an acceptable standard and ensure that adequate health & safety measures are in place.</p> <p>Attend monthly project progress meetings.</p> <p>With the Construction Development Manager deliver a Clerk of Works service to TIG's clients.</p> <p>Assist Principal Designer in ensuring that Health & Safety procedures are planned and implemented for all project works.</p>	<p>Demonstrate an ability to plan refurbishments in line with funding criteria.</p> <p>Analyse data from a variety of sources and make recommendations.</p> <p>Demonstrate business planning and report writing skills.</p> <p>Able to communicate at all levels.</p> <p>Demonstrate knowledge of construction and work practices.</p> <p>Demonstrate knowledge of Health and Safety good practice on site.</p>
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STAGE	Scale	Qualification/Experience	Work Responsibilities	Work Quality
Construction Development Officer	PA17-PA20	Higher Education	<p>Main Objectives of the Post As for the Assistant Construction Development Officer with the following amendments</p> <p>Deputise for the Construction Development Manager during periods of absence.</p> <p>To assist the Construction Development Manager and CEO to develop suitable policies and procedures.</p> <p>To attend and report to all the relevant Client Board Meetings and TIG Committee Meetings as directed by the Construction Development Manager and CEO.</p> <p>To assist the Construction Development Manager and CEO to develop suitable policies and procedures.</p>	<p>Take full responsibility for the work of line manager for a period of up to two weeks.</p> <p>Ability to supervise staff. Able to communicate with committees professionally and effectively.</p> <p>Able to work on your own initiative with little supervision, Ability to demonstrate sound knowledge of the work of TIG Able to demonstrate sound knowledge of Scottish Government policy regarding housing development, housing standards, construction and project management.</p>