

## Job Description

<b>JOB TITLE:</b>	<b>PFI Asset Manager</b>
<b>GRADE:</b>	<b>Grade L</b>
<b>POST NUMBER:</b>	<b>New Post</b>
<b>DIRECTORATE:</b>	<b>Place</b>
<b>SERVICE:</b>	<b>Childrens Services</b>
<b>RESPONSIBLE TO :</b>	<b>PFI Monitoring Officer/Head of School Buildings</b>
<b>RESPONSIBLE FOR:</b>	<b>N/A</b>
	<p><b>This post does require an enhanced DBS check</b></p> <p><b>This post is not politically restricted</b></p>
<b>JOB SUMMARY:</b>	<p>Responsible for the supervision and management of all surveying and PFI expiry capital work actions, ensuring that the service is provided in line with PFI expiry targets and priorities. Responsible for coordinating all aspects of building fabric capital programme projects through our PFI provider for project schools. Overseeing the work proposals, liaising with PFI contractors to agree work programmes through to practical completion, ensuring projects are delivered within the approved timescales and to the expected standard. Responsible for the reporting of delays to capital works and identifying operational/financial risks to the Childrens Services (PFI) Team.</p> <p>Liaise with PFI Team members and PFI contractors to ensure that school assets are effectively and efficiently maintained, repaired, adapted or replaced, in accordance with client requirements, statutory compliance and best practise. Maintain existing partnerships with the Council's PFI Contractor to ensure positive relationships with key stakeholders whilst working with client leads across the Council.</p>
<b>ROLE REQUIREMENTS:</b>	<i>[The role requirements are the duties and responsibilities that are specific to the job. If a duty is required to be carried out infrequently this should not be recorded as this list is not exhaustive]</i>
1.	To maintain oversight of the PFI expiry 'necessary action' repairs, maintenance, and capital programmes which arise from condition surveys. Provide technical advice on suitability of work proposals made by the PFI contractor in accordance with hand back criteria and best practise.

2.	Work with the PFI Team and Business Support Officers to prepare and maintain regular monitoring reports, including contractor and scheme risk analysis.
3.	Contribute to regular PFI Expiry Programme monitoring meetings for all clients to review individual scheme performance, targets and financial analysis
4.	To take responsibility for ensuring compliance with the PFI expiry Heads of Terms and associated contract documents and delivery mechanisms.
5.	To be responsible for agreeing innovative solutions to meet client service needs and work creatively with our PFI contractor to ensure safety of building users and that disruption to client services is minimised
6.	To be responsible for and able to effectively identify suitable solutions related to asset replacement sufficient for various building types and monitor and support progress and delivery through to competition.
7.	To support with the commission of building fabric condition, structural and specialist consultant surveys and report on their findings if necessary
8.	Supervise all 'necessary action' work programmes to ensure schemes agreed with the PFI contractor are delivered to programme and agreed timescales. Supervise the work of all contractor staff to ensure technical competence and that work is carried out in accordance with service specification and agreed standards
9.	To liaise with external stakeholders to agree priorities to ensure that future operational and financial risk to schools are minimised. Ensure client services are maintained and disturbance due to building works is limited.
10.	Undertake the full range of Building Surveying duties relating to reactive and cyclical maintenance to provide technical support and advice to the existing PFI Team in relation to the sufficiency and accuracy of the final condition surveys.
11.	Work with Business Support colleagues to ensure that all work related documents are made available upon practical completion including but not limited to commissioning reports, certification and O&M manuals

12.	Ensure a thorough review of the work upon practical completion to ensure that work has been completed to the expected standard and meets operational and legislative requirements.
13.	Oversee a time management system to ensure that schemes are planned, monitored and managed to ensure schemes are complete on time. Where projects are not completed on time liaise with the PFI Team to ensure appropriate action is taken.
<b>CORPORATE RESPONSIBILITIES</b>	
14.	Actively contribute to the council's priorities and outcomes in a way that promotes a 'one organisation' approach.
15.	Develop and maintain positive relationships with colleagues, stakeholders and communities to ensure the council and the directorate strategic priorities are effectively implemented.
16.	Promote equality among all staff and ensure that services are delivered in a non-discriminatory way, that is inclusive of all disadvantaged groups.
17.	Support organisational change and learning, following and implementing appropriate systems of self-development, communication and engagement, quality measures, monitoring and review in delivering the functions of the role.
18.	Promote sustainability, including encouraging a culture of innovation and accountability amongst all council staff.
19.	Ensure client departments are aware of the environmental impact and sustainability of proposed and actual works, processes and product selection
20.	Attend staff development and training including continuing professional development.
21.	Deputise for the PFI Monitoring Officer as and when required
<b>PEOPLE</b>	<i>[This should detail those aspects of that require contact and interaction with other individuals, either within the council and/or in outside organisations, and the intended outcome of this]</i>
22.	Communicate effectively and work collaboratively with other colleagues and departments across the Council to ensure delivery of corporate objectives and maintain effective working relationships

23.	To ensure consultation with all clients and external service providers to ensure that they are included in work proposals as appropriate
24.	Undertake the full range of duties from scheme inception to completion for all allocated projects. Co-ordinate work with electrical and mechanical engineers and other consultants (internal or external as appropriate), where required
25.	Carry out all necessary client and/or user group consultation for all projects where required. This will include developing understanding of client needs, development of solutions to meet agreed brief and discussion and presentation of options to Council members
26.	Chair and attend site meetings before, during and after projects to ensure adequate progress and quality of capital projects. This includes giving clear updates to school leaders and other colleagues to ensure expectations are met.
27.	Monitor performance of contractors. Where performance fails to meet targets, meet contractors to agree improvements and report to the PFI Monitoring Officer as necessary
<b>FINANCE</b>	<i>[This is for roles that have budgetary responsibility, e.g. the requirement of managing budgets, delivery targets and the efficient deployment of resources – delete if not applicable]</i>
28.	To be responsible for the provision of timely and accurate monitoring information, including financial information and progress reports on all schemes within area of responsibility, as required by management and client officers. Take corrective and positive action where necessary to ensure that project programme and quality work standards are met.
29.	To communicate the validity of contractual claims and disputes with the PFI Monitoring Officer and provide technical support as part of negotiations and settlement as appropriate
30.	Ensure that all duties are carried out in accordance with the Council's Financial Regulations and procurement imperatives

<b>SERVICE</b>	<i>[This section will include requirements that the job holder may have in respect of quality assurance, continuous improvement, and the efficiency of the service]</i>
31.	To be responsible for producing and monitoring statistical returns as may be required in connection with establishing and reporting upon the condition of the school building stock.
32.	Maintain up to date knowledge of building products, materials, plant & equipment and new techniques available within the industry to improve asset replacement solutions. Keep abreast of all procedurals, legislative, good practice and current professional standards as they relate to the Building Surveying function, whilst monitoring and evaluating service practice and implementing legislative changes. Ensure that these are appropriately applied to all designated projects and tasks
33.	Visit sites and undertake condition surveys and work with PFI contractors to recommend remedial action necessary of building faults and prepare technical reports where necessary.
34.	Represent the section/Council as an 'expert witness' in legal proceedings and prepare documentation and act – when instructed to negotiate Party Wall Awards and insurance assessments
35.	Represent the service at a variety of meetings concerning building matters, surveying, repairs, maintenance and refurbishment including Management Team committees, client/user meetings and meetings with external organisations
36.	To act as a point of contact and communication for matters relating to the PFI Expiry process including contact with other teams, Lead Members, Schools, Local Authorities, Central Government and other relevant bodies.
37.	To provide expert advice on building related matters and to act as an 'expert witness' in cases of litigation
38.	To fully take charge of own caseload of work to prepare correspondence, keep full and accurate records and deal with enquiries from external bodies and other Council departments

<b>PERFORMANCE</b>	
39.	<i>[This section needs to list the specific targets that are required to be met by the post holder and how these will be achieved]</i>
40.	To attend regular meetings with PFI contractor, External Agencies, Teams Members and School Leadership Teams to ensure project proposals meet expectations and minimise operational and financial risk. Meeting minutes should be shared with PFI Team members.
41.	Develop a suitable process for the obtaining and storing of key work related data particularly for M&E assets. Ensure necessary information is well presented and easily accessible to all Council members through a suitable electronic platform.
42.	Maintain up to date records related to the progress of 'necessary actions' as identified within the final condition survey. Regular meetings and progress report should be scheduled/shared with the PFI Monitoring Officer with programme risks communicated as and when they arise.
43.	Schedule attendance at school sites before, during and after work commencement to ensure proposals made by the PFI contractor are suitable, sufficient and comply with current legislation/best practises whilst offering value for money and minimising future operational and financial risk to both The Council and schools. Regular updates should be provided following site visits.

#### **OTHER CONDITIONS:**

To maintain personal and professional development to meet the changing demands of the job and participate in appropriate training/development activities including the council's 'My Annual Review' scheme.

***[For supervisory staff add the following]*** To engage and develop all staff in the team to ensure they have clear personal development plans.

Ensure that all duties and responsibilities are discharged in accordance with the council's policies and procedures, Code of Conduct and relevant regulations and legislation.

To comply with the council's equal opportunities and diversity policies ensuring anti-discriminatory practice within the service area.

To undertake additional duties that may arise from time to time commensurate with the grade of the post.

## Person Specification

Person Specification for the Post of		Essential (E) or Desirable (D) (if applicable)	Method of Assessment A= Application Form T= Test I= Interview
<b>Knowledge</b>	<p>Sound knowledge of all aspects of Construction for the full range of building types,</p> <p>IT literate and competent in use of MS Word and Excel, Microsoft Project or similar.</p> <p>Sound knowledge of Building Regulations, Statutory requirements, Health &amp; Safety including CDM. Understanding of Fire compartmentation and regulation.</p> <p>Experienced in using CAFM systems like TF Cloud or equivalent for building surveying roles, including updating/maintaining fabric condition data base</p>	<p>E</p> <p>E</p> <p>E</p> <p>D</p> <p>D</p>	<p>A/I</p> <p>A</p> <p>A/I</p> <p>A/I</p> <p>A/I</p> <p>A/I</p>

	<p>Experience of Hard Services FM support and service provision including PFI.</p> <p>Ability to advise, negotiate and influence at all levels communicating difficult messages.</p> <p>Utilise professional knowledge to provide written and verbal advice, guidance and direction to colleagues and managers on technical procedures and legal requirements relative to premises related compliance in terms of health, safety, environment, and accessibility</p>	<p>E</p> <p>E</p>	<p>A/I</p>
<b>Qualifications &amp; Experience</b>	<p>Facilities Management experience with sound commercial and financial acumen related to PFI Facilities Management contract.</p>	<p>E</p>	<p>A/I</p>
	<p>Experience in a building surveying type role, including the review of condition surveys, building fabric inspection, maintenance and servicing contracts; design and specifying and procuring upgrading, replacement and provision of new.</p>	<p>E</p>	<p>A/I</p>
	<p>Previous experience of working as mechanical/electrical engineer or project manager</p>	<p>E</p>	<p>A/I</p>
	<p>Membership of a professional body such as CIBSE or IMechE membership</p>	<p>D</p>	<p>A/I</p>
<b>Living the TOWER Values sets out the essential behaviours required of all staff.</b>			

We work <b>TOGETHER</b> across boundaries and with partners to achieve the best outcomes for Tower Hamlets	Able to collaborate with a wide range of employees across the Council early on to achieve best outcomes	E	A/ I
	Team building and networking across teams, demonstrating good communication skills.	E	A/ I
	Able to demonstrate action to improve relationships across the council and with partners to achieve the best outcomes	E	A/ I
We are <b>OPEN</b> and transparent	Thinks about the people they communicate with and adjusts their style accordingly	E	A/ I
	Approachable and actively seeks feedback from others to improve how they do things.	E	A/ I
We are <b>WILLING</b> to challenge, innovate and be accountable	Takes accountability for delivering clear goals and targets, whilst setting high standards, for self and others	E	A/ I
	Encourages others to achieve continuous improvement with measurable benefits	E	A/ I
	Looks for ways to continuously improve and develop within role	E	A/ I
We empower each other to be <b>EXCELLENT</b> and go the extra mile	Takes the initiative to improve outcomes because they can explain the difference, they have made	E	A/ I
	Delivers to clear objectives, expectations and roles to motivate their team towards delivering the vision, as well as inspiring their team to achieve their best	E	A/ I
We <b>RESPECT</b> all communities, they are the heart of everything we do	Open-minded and appreciates alternative cultural perspectives, taking it into account when delivering service	E	A/ I
		E	A/ I

	<p>Uses customer feedback to actively improve customer outcomes and the way services are delivered</p> <p>Takes ownership of more complex issues, whilst keeping the customer informed</p>	E	A/ I
<b>Additional Requirements</b>	<p>To meet exceptional business needs a willingness to work outside of contractual hours in the evenings and weekends with notice, unless there is good reason where this is not possible.</p> <p>To comply with the requirement to carry out a DBS check on this role.</p> <p>Always ensuring that duties and responsibilities are carried out in accordance with the Council's Policies and Procedures including Financial Regulations, Standing Orders, Workforce &amp; Organisational Policies and Procedures, the Council's Health &amp; Safety Policy.</p>	<p>E</p> <p>E</p> <p>E</p>	<p>A/ I</p> <p>A/ I</p> <p>A/ I</p>