

NEWCASTLE-UNDER-LYME BOROUGH COUNCIL**JOB DESCRIPTION**

Job Title:	Technical Officer (Disabled Facility Grants)	Grade: 8
Directorate:	Operations and Sustainable Environment	Service: Regulatory Services
Post No:	TBC	Date of Issue: February 2023
Responsible to:	Housing and Vulnerability Team Leader	

Main Purpose of Job:

To contribute to the effective and efficient delivery of Disabled Facilities Grants and any other financial assistance offered by the Council.

To provide technical advice, assistance and support to older or disabled people and other vulnerable individuals who wish to repair, adapt or improve their homes.

Provide an appropriate technical service for the benefit of customers and colleagues from the referral stage through to completion of works within the framework required.

Main Tasks/Duties/Responsibilities

1. To visit clients in their own homes, providing the required level of advice and information, maintaining regular contact with them at each stage of the case.
2. Undertake on-site feasibility studies to determine the suitability of a property for relevant adaptations. Where specified schemes are deemed unsuitable create alternative options and recommendations.
3. To carry out comprehensive property surveys to ensure that proposals are feasible, practical, and suitable and to ensure eligibility of work for legislative and policy purposes. Produce scale drawings showing existing and proposed layouts.
4. Prepare detailed schedules of works as appropriate for the purposes of providing grants and other forms of assistance.
5. Quality check, review and interpret drawings and technical specifications that have been produced by others. Highlight errors and/or omissions and ensure corrections are completed.
6. Submit building regulation and planning applications where relevant. Ensure works have been completed in accordance with any planning and building regulations requirements.
7. Assess submitted estimates for suitability based on individual cost of schedule items to ensure value for money.
8. Carry out site visits to monitor works in progress and assess any issues relating to unforeseen works; negotiate and agree/refuse additional costs with contractors.

Carry out final completion inspections and ensure works have been completed in accordance with plans and technical specifications. Deal with any snagging items and ensure that these are resolved satisfactorily by contractors.

9. To work collaboratively with registered providers and private landlords relating to agreeing and progressing schemes in their properties.
10. Maintain good ICT skills in order to update and maintain databases and systems to ensure

General

1. To be aware of and comply with Health and Safety Regulations and the Borough Council's Health and Safety policy and procedures as they relate to the duties and responsibilities of the post.
2. To be proactive in personal and professional development, updating knowledge of legislation and good practice, training and skills by appropriate means as agreed annually through the Council's Performance Appraisal Scheme.
3. To maintain awareness of risks and incorporate these into the formal risk management process and also to control the risks inherent in your job and report any risk concerns to your manager.
4. To produce any performance information required in a reliable, timely and accurate way, in accordance with the Council's Data Quality Policy.
5. To be aware of and adhere to the Council's Equal Opportunities Policy.
6. To undertake any other duties as may be reasonably allocated to the post holder commensurate with the grading and responsibilities of the post. (Where necessary, reasonable adjustments will be made in accordance with the Equality Act).
7. To be familiar with the obligations and requirements of the Council's information security and data protection policies and procedures as they apply to the post, ensuring that confidential and sensitive data used by the post holder is held securely and personal data is obtained, processed and disclosed only in accordance with the principles and requirements of the Data Protection Acts.
8. To be aware of and adhere to the Council's Safeguarding Children and Adults at Risk of Abuse and Neglect Policy.

This job description is not exhaustive providing an indication only of the scope and length of the main duties and responsibilities to be undertaken by the postholder and may be subject to amendment or alteration. It may be changed from time to time to meet changing circumstances and does not form part of your contract of employment