

<b>Post Title</b>	Investment Officer
<b>Directorate</b>	Asset Directorate
<b>Department</b>	Development and Investment Team
<b>Responsible to:</b>	Investment Manager
<b>Responsible for:</b>	No direct reports

**Purpose of Job:**

To provide an in-house technical support and design function in respect of the Investment programme and alterations to existing properties at all stages of a contract from inception to completion. The Investment Officer will have a lead responsibility in asset investment works aligning to Bield’s Strategic Asset Management strategy.

**Note:** We aim, over time, to develop a team that will have operational flexibility in the future and therefore you will be expected to participate in training and development to enable you to undertake activities to support with other aspects of the role as Bield may occasionally require.

**Key Accountabilities:**

1. To prepare design briefs for refurbishment of building components, specialist system replacements, adaptations or alterations of existing properties in consultation with Customer Services, and other Asset Management colleagues, where appropriate.
2. To assist in the preparation of contract documentation, including Bills of quantity, the submission of Planning and Building Warrant applications and detailed drawings (either manually or using CAD) for Major Works and other Investment contracts.
3. To carry out fully compliant procurement, following direction from the Investment Manager, to ensure adherence to Bield’s Procurement Policy and Procedures; evaluating tender documentation received, scoring quality submissions, compiling cost analysis data and preparing tender reports.
4. To act as Project Manager on Investment projects; Identifying appropriate product specification, cost options, programme timescales, pre contract health & safety information and possible suppliers and contractors and preparing full contract documentation, including Bills of quantity, design proposals and drawings for major works.
5. To carry out visits and inspections where required, to ensure works are carried out in compliance with contract specifications, current Health & Safety Legislation, key performance indicators and that any site specific issues are highlighted and taken into consideration with regard to requirement of the Construction Design & Management Regulations 2015, the duty to manage Asbestos and best practice guidance for Water Hygiene and Fire Safety considerations, for example, liaising with the Clerk of Works and highlighting concerns to the Investment Manager.
6. To ensure, at an early stage, that all necessary pre-construction information with regard to the current Construction Design and Management Regulations is provided; that appropriate investigative survey work is carried out (e.g. Asbestos, Hot Works, Fire Safety), known information on hazards and risks is provided, and that these issues are taken into account in the Project plan, arranging the appointment of external CDM Advisors, where applicable.

7. To assess and prepare contract valuations and payments including, where appropriate, the measurement and valuation of contract variation and the preparation and issue of appropriate contract certification and documentation.
8. To check and authorise invoices for work completed, in conjunction with administration colleagues, ensuring that amounts claimed are accurate and appropriate in regard to the works instructed.
9. Ensure that the asset management system is fully utilised and that component replacement information is updated; including the production of detailed drawings, validation of stock and condition surveys, production of scheme information and detailed inventories, as requested.
10. To assist with data validation to inform investment priorities aligning with Bield's strategic asset management strategy, SHQS, EESSH and any other regulatory requirements.
11. Any other reasonable duties as assigned by your manager or other senior manager within Bield.

### **Health and Safety**

- Ensure you adhere to relevant policies, procedures, regulations and legislation relating to health and safety.
- Ensure you understand your responsibilities for Health and Safety at work.
- Ensure a good understanding of the risk assessment process and the importance of keeping this up to date.
- Ensure that core health and safety training relevant to your role is undertaken, and this is regularly monitored and audited to ensure the safety of all.

### **Equality and Diversity:**

- Bield Housing and Care promotes a workplace that is inclusive and diverse, where everyone is treated fairly, staff know what behaviour is expected of them and that you have a good understanding of discrimination and the law and what is not acceptable.
- Staff should be supported to understand the procedures for reporting any concerns and for resolving problems they may encounter.
- It is also important that our tenants know that we have an inclusive workplace, and we promote diversity and that we will address any discriminatory behaviour.

### **Additional Information**

- Working arrangements - Edinburgh, or Glasgow office base. Currently operating hybrid approach between office and remote working. Bield's standard office hours are 9.00 am to 5.00 pm, Monday to Friday. Full-time hours of work are 35 hours per week.
- Flexibility - Bield recognises that people work best when they are able to achieve a balance between work and all other aspects of their lives. We support our workforce to achieve a work life balance that meets the needs of Bield and each individual by having a range of effective policies and practices.
- Driving – Required. An annual Car Allowance (pro-rata for part time) is paid in 12 equal monthly instalments. Business mileage can be reclaimed at HMRC rates applicable to type of fuel and engine size of vehicle.
- To participate in the On-call Service providing an emergency response service outside normal working hours.

**Person Specification:****Experience:**

<b>Criteria</b>	<b>Level</b>
Significant relevant experience in the delivery of building refurbishment and Maintenance contracts, preferably within housing or the public sector.	Essential
Practical experience of producing technical information (eg drawings and tender documentation) for major repairs and replacement of building components in existing properties or for new buildings.	Essential
Experience of organising and supervising projects in conjunction with contractors and consultants.	Essential
Carry out fabric inspections, prepare reports and assist with the annual Investment Programme.	Essential
Project manage the implementation of refurbishment projects. Report on budget expenditure and cash flow projections.	Essential
Sound Knowledge and understanding of legislation within the construction industry, including Health & Safety and CDM.	Essential
Experience of working with a computerised repair/asset management system.	Desirable
Involvement with tenants/customers in a housing environment.	Desirable

**Knowledge, Skills and Behaviours:**

<b>Criteria</b>	<b>Level</b>
Interpersonal & verbal communication skills required to liaise across a wide range of internal professional disciplines as well as external building contractors, customers, local staff, local authority departments and members of the public.	Essential
Ability to provide highly effective administrative & organisational skills to effectively prioritise, plan and coordinate a workload across a variety of buildings in different locations	Essential
Proficient in word processing, spread sheets and the use of project Management software.	Essential
Technical skills required to prepare sketch designs, working drawings, specifications and to identify and assess risks. Experience of working in the construction industry.	Essential
Must have effective written communication skills, including the ability to transfer knowledge to others.	Essential
Analytical and problem solving skills to identify Investment works maintenance issues and advise on solutions.	Essential
Numerical skills to interpret quotations, analyse tenders, costings, and budget information.	Essential
Understanding of the needs of older people.	Essential

**PROFESSIONAL MEMBERSHIP AND QUALIFICATIONS:**

<b>Criteria</b>	<b>Level</b>
Degree Level qualification in building surveying or Construction Management and/or significant experience in a similar or related role	Essential
Certified experience of building related continuous professional development e.g. Asbestos Management, Legionella Control, Gas Safety awareness courses. CDM Regulations etc	Essential

**Service Specific / Contra Indicators:**

<b>Criteria</b>	<b>Level</b>
Ability to work, on occasion, out with normal office hours including ability to participate in the on-call rota for service as part of business continuity arrangements.	Essential
Valid driving licence and access to a roadworthy car, insured for business use, a willingness to travel throughout areas within which Bield Operates.	Essential