

STRATEGIC HOUSING**JOB DESCRIPTION****Technical Officer (Disabled Facilities Grants)**

Scale LS 13/12 (incl. linked grades 30a,30b,30c)	Post No. 2275
Responsible to	Development & Strategy Team Leader
Job objective	To undertake technical duties and organisational duties in order to deliver the Council's Disabled Facilities Grant (DFG) programme.
Main duties and responsibilities	Liase and work in partnership with the Occupational Therapy (OT) teams in Rushcliffe.
	Provide technical building advice to Occupational Therapy teams to support the delivery of their assessment of the client's needs
	Act as the lead technical officer in respect of the assigned caseload.
	At the client's request and in consultation with the OT produce plans and specifications for the build contractor(s)
	Seek specialist advice to determine risk factors within any approved works, particularly (but not exclusively) in respect asbestos, structures, electrical and gas safety.
	As required request quotations from building contractors and consultants for the specified works.
	Organise the co-ordination of contractors on site.
	Undertake a monitoring role in respect of works on site, liaising with OT, client and contractor(s) and report any concerns to the Team Leader.
	Inspect the works when complete and authorise the payment of funds to the relevant parties.
	Maintain and review of open list of contractors and consultants.
	Ensure all administrative tasks are carried out in relation to a grant applications, approvals, variations and completions within target times.
	Maintain effective records of DFG case management.
	Update DFG records in a format to inform the Council's performance framework and provide information as required at request of the Team Leader.

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	Contribute to the development of policies, initiatives and written procedures to achieve continuous improvement in the quality of the service.
	Attend site meetings as required at feasibility, start on site and construction phases.
	Assist in the training and development of other officers including students.
	Provide support and guidance to the DFG technical assistant
	Assist in the development and implementation of new and existing work programmes at the request of the Team Leader.
	Carry out such other duties as may be required from time to time within the scope of the post and/or as designated by the Strategic Housing Manager or Public Protection Service Manager

Approved By Strategic Housing Manager

Signed Donna Dwyer

26th July 2023

Note:

This job description outlines the main duties and responsibilities of the position and is designed for the benefit of both the postholder and the Council in understanding the prime functions of the post. It should not be regarded as exclusive nor exhaustive as there may be other duties and requirements associated with and covered by the grading of the post. Management have the right to vary the duties after consultation with you.