

WESSEX RESERVE FORCES AND CADETS ASSOCIATION

JOB DESCRIPTION – PROJECT OFFICER (ESTATES)

Job Title: Projects Officer (Estates)
Reporting To: Head of Estates

Duties:

1. Primary Task

Planning and coordination of projects for new builds, refurbishment, minor new works and other building requirements as identified by the Senior Estate Surveyor.

- (1) Upon receipt of SON (Statement of Need) from the Stakeholder provide justification of requirement in accordance with MOD policy and guidelines Undertake submission of rough order of cost and submit funding request through Chain of Command. Provide supporting documentation as necessary. Undertake annual review of SONs.
- (2) Upon receipt of budget approval, undertake funding profile for draw down. Raise project via MIS and create works orders in accordance with 'Project Alexander' working practises. Monitor budgets throughout ensuring timely payment of invoices and authorise expenditure within delegation.
- (3) Liaise with other RFCA staff, Estates, Finance, FM in the overall planning and co – ordination and control of the project.
- (4) Engage consultants (via formal or informal tender) to undertake property search/IA and option studies. Provide project briefs to consultants, ensuring best use is made of the existing estate holdings and VFM solutions delivered.
- (5) Engage with and liaise throughout with all internal and external bodies relevant to the project (Defence Fire Management Organisation, Range Inspectors, Military Intelligence, Defence Infrastructure Organisation, Local authority etc). Ensure that full compliance is achieved before, during the build programme and upon completion.
- (6) Develop project through stages1- 4 (Investment appraisal/ planning /detailed design/tender) ensuring approval to proceed is sought from stakeholders at each stage. Undertake stage 5 Post project evaluation
- (7) Undertake lead role on all project work, including attendance at all pre- start and progress meetings. Provide clear instruction and timely advice upon request. Ensure all projects are delivered on time, to budget and in accordance with stakeholders requirements.
- (8) Close down projects on completion to include retention, warranty surveys and 'proof of payments'. Take receipt of O & M manuals, complete condition survey and provide initial entries onto the FMR for planned works and Statutory and Mandatory programme .Complete authorised handover documentation to include all compliance certification (signed by stakeholders) prior to occupation.

2 Secondary Task

- (1) Attendance and input at all internal works and estates meetings. Assistance with annual reports for Committees and AGM.
- (2) Completion of audit and assurance checks and management of internal works monitoring documents.

- (3) Raise Planned tasks and Works orders/ within delegation and undertake informal and formal tender procedures.
- (4) Provide technical advice to Works office staff and Stakeholders when required.
- (5) Provide support to Works office on reactive and planned maintenance, when required by SES.
- (6) Budgetary control within delegation and responsibility to meet financial end of year programme (annuality).
- (7) Attend working groups and provide input on strategic planning and delivery.
- (8) Undertake role of requirements manager on Capital and Works projects , with input to the Statement of Need and User Requirement documents
- (9) Any other professional tasks requested by SES.

Authority:

To deputise for the Senior Estates Surveyor in her absence.

Limitations:

Limitation of financial authority within delegated financial powers.

Essential Qualifications:

Relevant to Construction Project management.

Exempting degree or diploma for, and/or membership (at any level) of:

- Royal Institution of Chartered Surveyors (Project management, Building or Quantity Surveying)
- Royal Institute of British Architects or registered with the Architects Registration Council
- Institute of Civil Engineers
- Institute of Structural Engineers
- Chartered Institute of Builders.

Essential Competencies:

1. Good communication, numeric and inter-personal skills.
2. Strong IT skills, particularly Microsoft Excel and Word.
3. Practical experience of managing and operating a database /MIS
4. A self-starter, highly organised, and an efficient team player.
5. Ability to function effectively without close supervision.
6. Current full driving licence.

Desirable Experience:

1. Relevant Health and Safety qualification or appropriate experience
2. Knowledge of MOD property maintenance systems under Project Alexander as applicable to the Volunteer Estate.
3. Experience in the control of public finance under delegated authority