KINGDOM HOUSING ASSOCIATION LIMITED

JOB DESCRIPTION

<table>
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<tr>
<th>JOB TITLE:</th>
<th>Technical Officer (Aids and Adaptations)</th>
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<td>JOB GRADE:</td>
<td>Spinal Points 28 – 31</td>
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<td>ACCOUNTABLE TO:</td>
<td>Care and Repair Manager or such other senior staff member who may be appointed.</td>
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OVERALL AIM OF THE JOB

To provide technical support to the Care and Repair Team to help deliver our aids and adaptations service to private housing through council grant funding and occasional assistance with other repairs and adaptations work for our stock.

MAIN TASKS OR ACTIVITIES OF THE JOB

1. To oversee standard aids and adaptations to private housing and occasional assistance with the Association’s Stage 3 Adaptations. The majority of the works will be wet floor shower areas and bathroom alterations, however, other adaptations will include ramps, external works to aid disabled access or kitchen alterations.

2. To prepare design drawings for adaptations for discussion and approval with Occupational Therapists and clients.

3. To complete building warrant applications and associated documentation for adaptations/small works where required.

4. To ensure large scale alterations or adaptation works are carried out, for example extensions to a house to provide an extra bedroom or a disabled access bathroom, designed by an external architect.

5. To arrange for the appointment of a suitable contractor through the adaptations frameworks agreement or through other procurement routes such as obtaining quotes or tenders.

6. To monitor the administration of contracts, quality of work and adherence to specifications and process payments received for work in progress and discuss and resolve any payment issues directly with the contractor.

7. To ensure compliance with CDM Regulations and prepare pre commission packs for each property being adapted.

8. To inspect and sign off completed work confirming adherence to specification and satisfactory quality of work.

9. Throughout the process work in liaison with the Care and Repair Team at all key stages, keep appropriate records and update other staff as required.

10. To assess any defects identified by the client, during the 12 month defects liability period, and instruct the contractor to organise their rectification where relevant.
11. To monitor the list of contractors, consultants, suppliers and products in accordance with our framework agreement and procurement policies. This will include retaining and updating our approved list of contractors, consultants, suppliers and products for adaptations work on an annual basis.

12. To investigate and respond to routine/low risk technical complaints on an informal/formal basis in accordance with our policies and procedures and, where relevant, refer complex/high risk and compensation matters to the Property Services Manager. Carry out investigations for aids and adaption complaints at the request of the Care and Repair Manager.

13. To assist with the preparation of committee reports and routine reporting on repairs costs, performance standards, planned and cyclical works, major works contracts and technical activities.

14. Any other duties which may be required from time to time by the Property Services Manager or Care and Repair Manager or such other senior staff member who may be appointed.

DEMANDS OF THE JOB

The postholder will be required to:

- Prioritise their own work and to keep the relevant Service Manager informed of any workload difficulties.
- Lone work.
- Be mobile to attend any location according to the needs of the Property and Care and Repair Services.

OTHER FEATURES OF THE JOB

The hours of work are 36 hours per week to be worked in accordance with the needs of the Association. There may be occasions when it is necessary to work evenings.

It is likely that the duties listed may need to be varied to suit the changing requirements of the Association.

Kingdom gives every encouragement to members of staff to undertake training for approved courses including financial assistance where appropriate.

JOB LOCATION

The operational base is at the Saltire Centre, Pentland Court, Glenrothes, although the postholder may be required to work at any of the Association’s offices to meet the flexibility requirements of the Service. The Association reserves the right to either temporarily or permanently move an employee to another location.