

Job Description:

Building and Civil Engineering (B&CE) Technical Officer

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| Function: | Defence Technical Services |
| Position:  | Building and Civil Engineering (B&CE) Technical Officer |
| Job holder: |  |
| Date (in job since): |  |
| Immediate manager (N+1 Job title and name): | Estates Manager |
| Additional reporting line to: | N/A |
| Position location: | Colchester Garrison |
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| 1. Purpose of the Job – State concisely the aim of the job.  |
| * Provide construction, maintenance and technical advice to all service areas. Project-manage assigned construction and maintenance projects. Undertake condition surveying, life cycle and defect liability management.
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| 2. Dimensions – Point out the main figures / indicators to give some insight on the “volumes” managed by the position and/or the activity of the Department. |
| Revenue  | €tbc | EBIT growth: | tbc | Growth type: | n/a | Outsourcing rate: | n/a | Region Workforce | tbc |
| EBIT margin: | tbc |
| Net income growth: | tbc | Outsourcing growth rate: | n/a | HR in Region  | tbc |
| Cash conversion: | tbc |
| Characteristics  | * Add point
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| 3. Organisation chart – Indicate schematically the position of the job within the organisation. It is sufficient to indicate one hierarchical level above (including possible functional boss) and, if applicable, one below the position. In the horizontal direction, the other jobs reporting to the same superior should be indicated. |
| Estates Manager B & CETechnical officerEstates Officer |

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| **4. Context and main issues** – Describe the most difficult types of problems the jobholder has to face (internal or external to Sodexo) and/or the regulations, guidelines, practices that are to be adhered to. |
| * Ensure the completion of planned, reactive and minor new work tasks within permitted time frames so that punitive deductions are minimized
* Mitigating any risk that arises from the non-completion of statutory tasks
* The accuracy and legibility of completed work records
* Managing the coordination of building access with the customer
* Management of health and Safety for Internal and external resources
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| 5. Main assignments – Indicate the main activities / duties to be conducted in the job. |
| * Managing and co-ordinating planned, reactive and minor new work tasks to ensure that it is performed in such a manner as so to limit disruption, negate any possible deductions
* To manage internal and external resources to deliver Sodexo’s service obligations at all times in an efficient manner
* Manage a fit for purpose supply chain
* Input into business cases to reduce bought in services and increase self-delivery
* To undertake inspections to ensure quality standards, both in terms of workmanship and materials, are maintained and ensure that any actions arising are completed
* Attending meetings as directed with RMPA, CMT and Garrison to discuss works programming and progress
* Providing advice and assistance on all works and issues to the Technical Services department and where appropriate RMPA, CMT and Garrison
* Work closely with the Helpdesk team to resolve technical enquiries
* Support the pursuance of construction related latent defects with SRML and RMPA through detailed fault analysis and contribution to robust business cases that clearly highlight the latent defect with a view to removing/minimising Sodexo risk
* Implementing and managing processes, systems, resources and reporting required to meet the performance and service criteria of the contract, whilst ensuring compliance with contractual and Sodexo governance
* Provide inputs and support the production of business cases for Lifecycle Replacement Works
* Support the cost recovery of Barrack Damages through the timely and accurate completion of worksheets and provide contextual evidence where necessary
* Support the population of the management information system to ensure it is fully and correctly populated with accurate data
* Ensure that completed worksheets are legible and accurate with pertinent information captured correctly
* Demonstrate ownership and control of specialist suppliers required to complete works
* Drive down both subcontractor and supplier costs through effective and robust tendering
* Establish, maintain and further develop professional and credible working relationships with all stakeholders
* Close out all agreed non-conformances within the agreed timescales
* Line management responsibility for a team of engineers/tradespersons
* Ensure that all Sodexo employees project a positive, approachable, friendly and professional image.
* Ensure productivity and efficiency of the workforce is maintained
* Responsible for ensuring that HR issues are dealt with in line with Sodexo Policies and Procedures
* Develop individuals into an efficient, flexible and coherent team taking into account required competencies and succession planning
* Carry out Authorised Person duties as required
* Participate in On Call and escalation processes and activities
* Carry out other reasonable tasks as directed to meet the operational requirements of the business
* Foster a positive health and safety culture whilst ensuring compliance with applicable statute and Sodexo policies and processes
* Undertake condition surveys as dictated by Estates management.
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| 6. Accountabilities – Give the 3 to 5 key outputs of the position vis-à-vis the organization; they should focus on end results, not duties or activities. |
| * Delivery of all planned, reactive and minor new work tasks
* People Management of supply chain within area of responsibility
* Management of Quality, Health, Safety and Environmental
* Compliance with applicable statute, policies and procedures
* Accurate record keeping for completed tasks
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| 7. Person Specification – Indicate the skills, knowledge and experience that the job holder should require to conduct the role effectively |
| * Relevant Building and Civil Qualification.
* IOSH Managing Safely or equivalent
* Competent Authorised Person in a relevant discipline
* Familiarity with operating JSP 375 Safe Systems of Work
* Experience of managing a team
* Management of supply chain experience
* Excellent interpersonal skills with the ability to relate to all levels within the organisation and with customers and clients
* Ability to be an effective team player within a team
* Flexible with the ability to work under pressure
* Capable of working on own initiative and without supervision
* IT literate with experience of Microsoft Office
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| 8. Competencies – Indicate which of the Sodexo core competencies and any professional competencies that the role requires |
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| * Growth, Client & Customer Satisfaction / Quality of Services provided
 | * Leadership & People Management
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| * Brand Notoriety
 | * Innovation and Change
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| * Commercial Awareness
 | * Business Consulting
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| * Employee Engagement
 | * HR Service Delivery
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| * Learning & Development
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| 9. Management Approval – To be completed by document owner |
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| Version |  | Date |  |
| Document Owner |  |

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