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**JOB OUTLINE**

**JOB TITLE :** **CAPITAL PROJECTS MANAGER**

**SALARY :** **Prof Grade: £39, 026 - £49,038 per annum**

***Total leave 34 days rising to 39 days after 5 years***

***36 hour week***

***Flexi-time Scheme***

***Defined Contribution Pension Scheme***

***Optional Benefits***

***Private Health Care***

After completion of probationary period

***Gym Membership [subsidised]***

**MAIN OBJECTIVES of the POST**

* 1. To identify, programme and implement the major repairs programme and cyclical maintenance programme
  2. Management of the Capital Projects team
  3. Promote on a daily basis the Association’s Asset Management policies

**ACCOUNTABILITY**

* 1. Directly responsible to the Head of Asset Management and accountable to the Management Board through the Chief Executive.

**PRINCIPAL DUTIES**

* 1. **To implement the major repairs programme and cyclical maintenance programme under the supervision of the Head of Asset Management, by:**
     1. Managing and supervising the Capital Projects team whilst assuming responsibility for their elements of work
     2. Managing the preparation of computerised programmes of work from stock condition surveys and preparation and updating of major repairs work
     3. Managing consultants and contractors engaged on major works and cyclical maintenance projects
     4. Managing the implementation of Almond’s delivery plan to maintain compliance with the Scottish Housing Quality Standard and deliver compliance with the EESSH standard by 2020

**SECONDARY DUTIES**

* 1. **To prepare and implement the thirty year major repairs programme by:**
     1. Commissioning stock condition surveys and using the results to inform the major repairs programme
     2. Carrying out tenant consultation as appropriate and informing other departments of relevant issues
     3. Sourcing, vetting and recommending appropriate consultants and contractors, including under EU procurement rules, to implement the works
     4. Monitoring and controlling work on site and ensuring quality standards are achieved
     5. Monitoring and controlling expenditure on major works contracts, and acting as contract administrator, either directly or through consultants
  2. **To prepare and implement the cyclical painting programme by:**
     1. Preparing the cyclical maintenance programme
     2. Carrying out tenant consultation as appropriate and informing Housing Management staff of relevant issues
     3. Sourcing, vetting and recommending appropriate consultants and contractors to implement the works
     4. Monitoring and controlling work on site and ensuring quality standards are achieved
     5. Monitoring and controlling expenditure on major works contracts, and acting as contract administrator, either directly or through consultants
  3. **To carry out on-going liaison with Finance Section and Housing Management staff by:**
     1. Attending regular works progress meetings
     2. Providing relevant and timeous programmes and projected costs on current and projected works
     3. Providing costs of owner occupiers’ share of costs on common repair projects and cyclical painting for factored flats

**OTHER DUTIES**

* 1. To manage the design and implementation of social work adaptations
  2. To provide technical advice and guidance to other members of staff as required, including assessing electrical and gas service certificates
  3. In conjunction with the Repairs Manager, to provide cover for the Head of Asset Management as required, including management of other members of staff in the maintenance section during the absence of the Head of Asset Management, attending Board Meetings and liaising with outside bodies
  4. Preparation of draft Board Papers as required
  5. Such other relevant duties as may be determined from time to time

October 2018