# East Midlands Reserve Forces and Cadets Association (RFCA)

# POSITION: ASSOCIATION WORKS OFFICER [EAST] [AWO[E]]

**DEPARTMENT:**  ESTATES **GRADE:** C2

**REPORTING TO:**  HEAD OF ESTATES **REVIEWED ON**: 11 JAN 21

## **Job Purpose**

The aim of the role is to deliver an effective and efficient contracted maintenance delivery service for the MoD on behalf of the East Midlands Reserve Forces and Cadets Associated (EM RFCA) across the East Midlands.

## **Main Areas of Responsibility**

You will provide a professional technical advisory service to the EM RFCA Head of Estates and assist with the development and delivery of the strategic estate maintenance plan across your area of responsibility.

You will provide managerial cover for the Estates Department and deputise for the Head of Estates in his absence and represent the department at all meetings.

You will provide a liaison and support service to the estate users by delivering an agreed funded works programme covering planned and reactive maintenance.

You will monitor and audit contractor performance and maintain appropriate data and information systems or registers to monitor contractor performance.

You are to maintain computerised service registers and planned maintenance programmes in accordance with KPIs set by the Head of Estates.

You will be responsible for producing conditioning surveys across your area of responsibility and be responsible for maintaining accurate records on a bespoke MIS system.

You will be responsible for ensuring contactors produce appropriate, accurate and in date Risk and Method Statements (RAMS) before any work is conducted on the estate.

You will have responsibility for all Minor New Works (MNWs) up to the value of £300k and providing client information in accordance with CDM Regulations 2015.

You will be responsible for preparing contract documentation, including technical drawings, specifications and schedule of works for MNWs up to a value of £100k.

You will provide a Project Management service and be the focal point for accommodation adaptation works carried out on behalf of injured service personnel under the Wounded, Injured Sick Service Personnel Adaptation initiative (WISSPA).

**Health and Safety**

You will be responsible for compiling and monitoring safe place risk assessments and advise the Association on construction related Safety, Health, Environment and Fire matters.

You will be an advocate for Health and Safety matters and comply with and support all HSW policies, processes and procedures of the Association.

**Equality, Diversity and Inclusion**

East Midlands Reserve Forces and Cadets Association has a moral and legal duty to demonstrate fairness to all of our staff, the community and service customers and partners. We aim to ensure that our employment practices are barrier free and provide equal opportunities for all.

**Criminal Background Check (DBS)**

Safeguarding children and vulnerable adults is of utmost importance to the association. If this role requires a Disclosure and Barring Service (DBS) check, you will be required to disclose any cautions, reprimands or convictions during the recruitment process and inform your line manager of any changes to your DBS status whilst employed by the association.