



Job Specification

Housing Services

Post No. PN267

Designation: - **Technical Assistant (HIA)**

Effective from: **September 2018**

Main purpose of Job

Assisting the Technical Section of the Home Improvement Agency to carry out the provision of the Council's statutory functions in relation to private sector housing, the main focus will be to work within the Agency operating across the Scarborough Borough and Ryedale District. Supporting the Agency's Technical Officers to provide advice and support to the Agency's client group in relation to carrying out improvement, repair and adaptation work, as part of a full technical service administering disabled facilities grants from inception to completion.

Job Activities:

Responsible to the Technical Team Leader (Housing Services) for the following:-

1. Carrying out detailed surveys of properties, taking measurements, photos and basic layout sketches to enable the Technical Officers to assess the feasibility of adaptation schemes for Disabled Facilities Grant (DFG) as recommended by the Occupational Therapists.
2. Assisting with the preparation of schedules of work, costings, plans and specifications. Working with the Agency's Technical Officers to ensure the feasibility of schemes and that estimates, plans and works comply with legislation, statutory regulations, and Council policy and audit requirements.
3. Assisting in the collation and issue of tender documents for complex adaptations.
4. Monitoring start/finish dates and on-going works on site, to ensure progress and quality of work, supporting the work of the HIA as contract administrator.
5. Inspecting works on-site and making valuations for interim payments. Agreeing additional work (where appropriate) and assessing final accounts with the support of the Agency's Technical Officers.
6. Liaising with external partners and organisations as appropriate and maintaining good working relationships.
7. Preparing correspondence and maintaining both written and computerised records.
8. Being aware of and following the Council's safeguarding policy for the protection of vulnerable children and adults.

The post holder is required to be flexible and to provide cover for and support to other Officers in the service as required.

This is not a complete statement of all the duties and responsibilities of this post. It contains only the facts necessary to rate this standard job at the resultant responsibility level.