



# Candidate Information Pack

Senior Technical Officer

Scale Grade 9 (SCP 28-31)

37 Hours per week

# Our Organisation

We are the local district Council for the Borough of Hyndburn, in East Lancashire. Our main offices are in Accrington and we also cover the townships of Oswaldtwistle, Great Harwood, Clayton-le-Moors and Rishton. We provide a range of essential services such as refuse collection, environmental protection, maintaining parks and open spaces, Licensing, administering some key benefits and much more.

As well as a number of towns, we have large areas of outstanding open space to explore, including our wonderful parks and 3 local nature reserves. We're home to the famous Accrington Stanley football club, our NORI bricks helped build the Empire State Building and our Council-run Haworth Art Gallery has the largest collection of Tiffany Glass in Europe.

We face many challenges as a borough, predominantly linked to deep-seated inequalities in health and deprivation. You will join us at an exciting time, as we look to progress our recently adopted corporate strategy. This focuses on sustainable growth in both housing and employment, as well as on our environment and climate change. We have an ambitious transformational agenda, as evidenced by our current Levelling Up programme which is regenerating our main town centre.

The Regeneration and property team is a highly motivated and diverse team delivering a variety of Regeneration and Capital projects including Face-lifting Schemes, planned and responsive repairs and day to day repairs to buildings, both housing and non-housing, ensuring the Council meets its statutory requirements.

# Our Values

Our future success will depend on the professionalism and dedication of our staff, as well as how we work collaboratively with partners and stakeholders. We aim for a supportive, friendly working culture and strive to recruit people whose values align to our own.

## Customer Focus

We will make best use of our resources to support the delivery of excellent services to our customers. We will treat each customer as a valued individual and show sensitivity to their needs and differences.

## Integrity

We will always try to do the right thing. We will act and communicate honestly and openly, honour our commitments and be accountable for our actions.

## Positive Attitude

We will be proactive and optimistic in finding solutions to challenges, open to improved ways of working and to updating our knowledge and skills to meet these changes.

## Teamwork

We promote a friendly and supportive working environment. We will work together across teams, services and with partners to achieve the objectives of the Council and the best outcomes for our customers.

# The Role

The post involves working within a highly motivated and diverse team delivering a variety of Regeneration and Capital projects including Disabled Facilities Grants, Face-lifting Schemes, planned and responsive repairs and day to day repairs to buildings, both housing and non-housing, ensuring the Council meets its statutory requirements.

The successful candidate should be able to demonstrate a flexible, “can do attitude” and have experience of managing a variety of building projects including negotiating with contractors and residents, managing budgets, providing technical and design work to both internal & external customers, housing, offices and commercial buildings and managing workloads to meet tight timescales.

The full job description and person specification is included within this document, and includes the following as primary objectives:

- Provide technical advice and complete project management service for a variety of building and construction schemes led by the Council
- To undertake surveys, specifications and design, preparation, estimates, procure and supervise works
- Procure works in accordance with the Council’s Procurement Procedure
- To assess the condition of the Council’s non-housing assets and assist in the implementation of a planned maintenance programme.

Our ideal candidate will bring:

- Experience of the building industry and work; in particular, carrying out surveys, undertaking schemes of repair, maintenance and refurbishment of building fabric and services installations
- Experience of working with and drawing up plans and specifications
- Experience of procurement and compliance with CDM.
- Experience of dealing with the public and Council members
- A comprehensive knowledge of Health and Safety and current CDM Regulations

If you have the right experience and can demonstrate that your skills and experience match these requirements, we would love to hear from you

# Your Salary and Benefits

## Salary

Grade 9 - £39,152 to £41,771 per annum

Essential Car User allowance

## Hours of Work

37 hours per week flexible working hours and potential for hybrid working

## Leave entitlement

Your leave allowance starts at 24 days, with an extra 2 days after working at Hyndburn for a year, as well as an extra 5 days when you have 5 years continuous local government service.

This is in addition to public holidays and a 3 day closure around Christmas / New Year period plus one additional day of leave to be taken on a set date around this period.

## Pension

We will enrol you into the Local Government Pension Scheme on commencing employment. This is a "career average" scheme, which means you will build up benefits based on your pay each year. Your contributions depend on the level of your pay. We will also make employer contributions.

## Supportive Working Arrangements

We genuinely support flexible working practices to help you strike a good balance between your work life and your personal life. We have agreed a Smart Working Strategy which supports hybrid working, meaning you will have the opportunity to work from home for part of the week. We have a confidential 24/7 Employee Assistance Programme which can support you and household members through difficult patches, including counselling support.

## Learning and Development

We will support and encourage you to keep developing your skills and professional knowledge. We'll fund relevant training and provide in-house opportunities, including through the "Hyve", our access anywhere e-learning platform.

## Diversity and Inclusion

We value diversity and inclusion. We know we can't stand still on this; we try to keep improving. We want all our staff to feel valued and respected and to see this as a great place to work. We'd love our workforce to better reflect the communities we serve. We welcome applications from candidates from under-represented groups, including people with disabilities or from ethnic minorities.

**We offer a guaranteed interview to anyone with a disability who can show they meet the essential criteria - we'll ask you to indicate on the application form if this applies.**

## Other Benefits

Other benefits include free car parking, a leave purchase scheme, reduced leisure membership, credit union, access to discounts, health cash plan, access to physiotherapy / osteopathy treatment, and death in service benefit (separate from the pension scheme).

# How to Apply

Take a look at the job description and person specification. To apply for the role, please complete our application form via the Jobs section of our website:

[Working at the Council – Hyndburn Borough Council](#)

The form includes space for a supporting statement where you should explain how you meet the requirements listed on the job description and person specification. You should demonstrate how your skills, qualities and experience meet the requirements of the job (as described in the job advert and candidate pack). And instead of simply telling us, show us: use real life examples of where you've used a certain skill or how you've practically applied your experience. This supporting statement is a really important part of the selection process so make sure you keep your statement **relevant** and **concise**. Think about what we need to know about you and what you'd bring to the role and our organisation.

Hyndburn Borough Council values honesty and integrity and expects all candidates to share these values. Please ensure that all the examples you use in support of your application are representative of your own experience. For more information, please see our [Guidance on using Artificial Intelligence in job applications](#).

## Equality Monitoring Questions

We're committed to improving our workplace representation so we reflect the diverse communities we serve and we'd really appreciate it if you could tell us about certain equality characteristics on your application form. This information will not be shared with the people making decisions on shortlisting or who to appoint. This will help us assess whether there may be any barriers to people applying or being successful in their application, based on equality characteristics.

## Submitting your application

Once you've filled out and completed everything, you'll be prompted to submit your application. Simply click the button and you're done. If, at any stage, you have questions or problems, please contact HR at [recruit@hyndburnbc.gov.uk](mailto:recruit@hyndburnbc.gov.uk)

We'll normally get back to you within a couple of weeks at the most if you've been shortlisted for interview.

**Good luck!**

# Hyndburn Borough Council

## Job Description

<b>Job Title:</b>	Senior Technical Officer
<b>Post No.:</b>	HS122
<b>Service:</b>	Regeneration & Housing
<b>Agreement:</b>	NJC For Local Government Services
<b>Range:</b>	Grade 9 SCP 28-31
<b>Other:</b>	Essential Car User Allowance

### Organisational Relationships:

**Reports to:** Regeneration Manager

**Supervises:** Contractors and sub-contractors as appropriate who may be employed on works under their day to day control.

**Coordinates with:** All other members of the Regeneration & Housing Team, Planning, Building Control, Cleansing & Parks, Building Managers and other employees within the Authority, Leisure in Hyndburn Trust, Councillors, community groups, suppliers, contractors, consultants, representatives of external organisations and customers, health workers and vulnerable customers.

**Customer Focus:** As a public servant any duties of the post which require contact with or provision of service to the Authority's customers shall be carried out in a courteous, helpful and professional manner in line with the Customer Care Policy adopted by the Council.

### Primary Objective(s):

- To provide technical advice and a complete project management service for a variety of planned and responsive building and construction schemes and regeneration projects delivered by the Council that are housing and non-housing. At all times ensure when delivering schemes that are planned or responsive, housing and non-housing, that the Council meets its statutory obligations.
- To provide current Health & Safety advice ensuring the Council is complying with its statutory legal obligations with reference to projects, repairs, maintenance disabled facilities etc. including ensuring compliance with mechanical electrical and water installations.
- To work with limited supervision and as part of a team to assist delivery of regeneration projects as they occur.
- To be responsible for making decisions in emergency and responsive situations to implement necessary procedures to prevent disruption to Council services with consideration to the Health and Safety of staff and customers.

- To ensure effective and efficient daily responsive repairs and alterations to Council owned land and buildings, servicing of installations; to include all mechanical, electrical and water installations.

### **Main Duties & Responsibilities:**

1. Provide technical advice and complete project management service for a variety of building and construction schemes led by the Council that is both housing and non-housing projects, including planned/cyclical works, facilities management, building maintenance, disabled facilities grants, refurbishment schemes, special projects, new build etc. including mechanical, electrical and water installations where applicable.
2. At all times ensure the Council meets its statutory obligations in relation to all projects and schemes that are planned or responsive, housing and non-housing including mechanical, electrical and water installations.
3. Ensure the Council operates its public buildings as energy efficiently as possible and has the necessary certification displayed to comply with current regulations. To continuously assess the condition of the Council's non-housing assets and assist in the implementation of a planned maintenance programme.
4. To work with building managers and assist the Council to comply with current regulations in particular but not exclusively in the completion of Fire Risk Assessments to Council buildings and produce a schedule of repairs to ensure the building's fabric and service installations comply with the Fire Safety Reform and Regulations.
5. For building and construction projects, to undertake surveys, specifications and design, preparation, estimates, procure and supervise works in line with Council policy, regularly inspect works, carry out all Health and Safety matters and to undertake the preparation of contract documents for tender or quotation purposes.
6. Procure works in accordance with the Council's Procurement Procedure; enter into appropriate contracts, supervise on site to ensure works are completed on time, to budget and in accordance with agreed schedule of works and current regulations; agree all financial implications including negotiating all site instructions, variations and final accounts.
7. Procure by agreement with the line manager any specialist services and supplies that are identified as being required to fulfil the duties of the post and legal obligations of the Council.
8. To ensure that all mechanical, electrical and water installations to Council buildings are maintained in accordance with all current legislation, regulations and byelaws and that any repairs, maintenance or replacement of any part or whole system complies with the same and appropriate certification is managed.
9. Liaise with Building Inspectors to ensure current regulations are met on all Council led schemes, projects maintenance programmes.
10. To assist in the co-ordination of contract activities within the section, including providing programme and financial updates or projects, update on individual and team targets to the line manager.
11. Participate and attend as the Council's representative all meetings, site visits, interviews as requested by the line manager and Head of Service.
12. At all times operate in accordance with Council priorities and policies; comply and ensure the Council is able to comply with current legislation connected with the service provided.
13. To undertake further training/development as appropriate to meet the needs of the Council and customers.
14. Assess own performance against service/business/work plans and targets.
15. To deal with colleagues openly and fairly at all times and support mutual respect within teams
16. To operate in accordance with Council priorities and compliance relating to Health and Safety, Equal Opportunities and Customer Care.
17. To undertake duties as required by line manager or the Head of Service.

*In order to ensure that job descriptions are kept up to date, all employees are given the opportunity to regularly review their roles through the Authority's Performance & Development Reviews (PDR). Staff*

*are therefore required to take a reasonable and flexible approach to changes arising from working practices or changing workloads.*

**Equality Act 2010** - *Where appropriate the duties may be reviewed where an applicant is a disabled person, or an existing employee becomes unable to carry out the full range of duties due to a disability*

Hyndburn Borough Council is committed to encouraging and supporting employees to achieve a Level 2 qualification in English and Maths.

## Person Specification

Job Title: Senior Technical Officer			
Criteria are measured using 4 different sources: Application Form (A), Interview (I), Test (T), References (R)			
Job Criteria (Based on Job Description)	Essential	Desirable	Measured by
<b>Qualifications:</b>			
<ul style="list-style-type: none"> <li>Degree/HND equivalent qualification in building maintenance, building or surveying or minimum 10 years' experience</li> </ul>	✓		A
<ul style="list-style-type: none"> <li>Membership of a professional/technical organisation related to building maintenance, building or surveying</li> </ul>	✓		A
<b>Experience:</b>			
<ul style="list-style-type: none"> <li>Experience of construction project management including managing budgets and contractual and financial controls on projects</li> </ul>	✓		A/I
<ul style="list-style-type: none"> <li>Experience of the building industry and work; in particular carry out surveys, undertaking schemes of repair, maintenance and refurbishment of building fabric and services installations</li> </ul>	✓		A/I
<ul style="list-style-type: none"> <li>Experience of working with and drawing up plans and specifications</li> </ul>	✓		A/I
<ul style="list-style-type: none"> <li>Experience of procurement and compliance with CDM.</li> </ul>	✓		A/I
<ul style="list-style-type: none"> <li>Experience of dealing with the public and Council members</li> </ul>	✓		A/I
<b>Knowledge/Skills/Abilities:</b>			
<ul style="list-style-type: none"> <li>Ability to survey, draw up plans and or specifications for a range of building work to housing and non-housing</li> </ul>	✓		A/I
<ul style="list-style-type: none"> <li>Comprehensive knowledge of refurbishment techniques and methods.</li> </ul>	✓		A/I
<ul style="list-style-type: none"> <li>Ability to identify, diagnose and resolve building fabric and services installations defects.</li> </ul>		✓	A/I
<ul style="list-style-type: none"> <li>A comprehensive knowledge of Health and Safety and current CDM Regulations.</li> </ul>			
<ul style="list-style-type: none"> <li>A knowledge of The Building Regulations, The Disability Discrimination Act, the Fire Safety Reform and Regulations, the control of Asbestos Regulations, Water Treatment and Legionella.</li> </ul>	✓		A/I
<ul style="list-style-type: none"> <li>Ability to control programme and budgets on projects and schemes.</li> </ul>	✓		A/I
<ul style="list-style-type: none"> <li>Proficiency in the use of AutoCAD</li> </ul>			
<ul style="list-style-type: none"> <li>Ability to work as part of a team, to be flexible and a proactive member of that team.</li> </ul>	✓		A/I
<ul style="list-style-type: none"> <li>Ability to communicate effectively in writing and verbally; keeping accurate written records using a variety of software packages.</li> </ul>		✓	A/I
<ul style="list-style-type: none"> <li>Ability to plan and manage workloads to meet tight timescales</li> </ul>	✓		A/I
<ul style="list-style-type: none"> <li>Ability to audit and develop procedures of work</li> </ul>			A/I

<ul style="list-style-type: none"> <li>Ability to develop skills and experience</li> </ul>	✓  ✓  ✓  ✓		A/I A/I A/I
<b>Additional Requirements:</b> <ul style="list-style-type: none"> <li>Regular and Reliable Service, (the Council does not wish to employ individuals who have a poor history of attendance at work, where there is no underlying medical reason for the absence).</li> <li>A commitment to customer care and equal opportunities and an understanding of how to put these into practice.</li> <li>Commitment to the principles of local democracy.</li> </ul>	✓  ✓  ✓		R  A/I  A/I
<b>Other:</b> <ul style="list-style-type: none"> <li>Staff may be required to work at various offices, and should be flexible as regards location.</li> <li>Some attendance at evening meetings will be required, for which time off in lieu is permitted.</li> <li>Full Driving License</li> </ul>	✓   ✓  ✓		I   I  A/I

*In order to ensure that job descriptions are kept up to date, all employees are given the opportunity to regularly review their roles through the Authority's Performance & Development Reviews (PDR). Staff are therefore required to take a reasonable and flexible approach to changes arising from working practices or changing workloads.*

**Equality Act 2010** - *Where appropriate the duties may be reviewed where an applicant is a disabled person, or an existing employee becomes unable to carry out the full range of duties due to a disability*

Hyndburn Borough Council is committed to encouraging and supporting employees to achieve a Level 2 qualification in English and Maths.



**Hyndburn**  
Borough Council

**Make  
a**

**difference**

Work for your  
local council

**Together, we're  
building an  
ambitious and  
sustainable future  
for Hyndburn**