

Job Description

Post: Repairs Contract Administrator

JOB DETAILS	
Reports to:	Major Repairs Manager
Department:	Asset Management
Division:	Operations
JOB PURPOSE	
	To provide administrative & management support for the Major Repairs team to ensure that a high quality of customer service is delivered, and resources provide best value for money.
DUTIES & RESPONSIBILITIES	
1	Provide and maintain records, including invoicing. Analyse and provide reports on contractor use and workflow between repairs and investment teams.
2	Provide a support role for contract administration, variation issue and payment certification for voids and repairs. Build and maintain successful working relationships with contractors and investment team. Provide contract management cover in the absence of the Major Repairs Manager.
3	Provide advice & support to Major Repairs Manager on overall performance of budgets and performance indicators of areas for improvement.
4	Identify the potential for improvements to systems and other procedures to ensure high levels of value for money and quality of service to the customers.
5	Play an active role in the development of the major repairs team and contribute to the wider repairs agenda.
6	Whilst this job description attempts to cover the main duties and responsibilities of the post it is not exhaustive. The post holder is therefore expected to undertake any other reasonable duties within the capabilities and scope of the post as specified by their line manager. In such circumstances appropriate training will be provided
EQUALITY AND DIVERSITY	
7	All employees must be committed and actively promote mhs homes Equality and Diversity policy and procedures to be inclusive and respect of all people in all aspects of their duties relating to staff, customers, contractors/ consultants and external agencies
QUALITY AND ENVIRONMENTAL	
8	All employees are required to fully meet the requirements of the quality and environmental management system and ensure that all business objectives concerning sustainability and continuous improvements are met.
HEALTH & SAFETY	
9	Employees must take reasonable care of their own health and safety and that of others who might be affected by their behaviour and attitude in the workplace.
10	Employees must co-operate with management to comply with health and safety policies and legislation.
11	All employees are required to bring to the attention of management any perceived shortcoming in mhs homes safety arrangements, any

	defects in equipment or other dangers immediately, or as soon as it is safe to do so.
LONE WORKING ARRANGEMENTS	
12	The duties and responsibilities of the post may require you to operate as a lone worker from time to time. All staff must comply with the mhs homes lone worker policies applicable to the Job. These are set out in the Health and Safety Manual with which all staff must ensure that they are familiar.
CARE STANDARDS ACT (2000)	
	<p>A Disclosure Report is required for this post and employment is subject to satisfactory findings. The level of Disclosure determined as appropriate in this instance is enhanced.</p> <p>This will be via the Disclosure and Barring Service (DBS). You will not be asked to authorise a Disclosure Report Request unless made an offer of employment.</p>

May 2015