



Role Profile

Project Officer (Asset Management)

Reference No:	A5497		
Service:	Property Services – Asset Management		
Job Family:	Planning, Property and Assessors	Grade:	FC7

Purpose

Act as the day to day contact for Asset Management in the delivery of improvement projects.

Work with the Lead Officer and Project Managers to ensure all issues relating to the projects are recorded and monitored.

Work with team and affected services to ensure that operational factors are considered in the development and delivery of improvement projects and accommodation changes.

Liaise with other council services, including BTS and FM to ensure all operational requirements are included within the project briefs.

Monitor and manage Accommodation Change Requests (ACR) that are submitted via First Contact ensuring relevant officer is aware.

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Task or Responsibility - For this role, there is an expectation that all, or a combination, of the following will be undertaken:	Person Specification: Skills, Knowledge, Qualifications or Experience - Criteria can apply to more than one task or responsibility	E	D
<p>To support the Asset Management team with the delivery of building improvement projects to support blended working principles.</p> <p>Support the Asset Management team in the development of layout drawings and other associated project information, including furniture and IT equipment.</p> <p>Review and provide feedback on drawings, specifications and designs. To work collaboratively with colleagues in other Services and external suppliers to support the delivery of building improvement projects and accommodation changes.</p> <p>To produce update reports for the Lead Officer and other stakeholders. To act as the point of contact for any queries relating to accommodation changes.</p> <p>To co-ordinate meetings between stakeholders and provide accurate records.</p> <p>Activities Include: Develop effective working relationships with stakeholders, ensuring communication links are maintained and information is passed to relevant parties.</p> <p>Ensure the service needs and issues are represented as part of any stakeholder groups.</p> <p>Liaise with external suppliers to co-ordinate and manage the delivery of service in relation to accommodation changes.</p>	<p>Educated to SCQF level 7, which includes HNC or Advanced Highers or equivalent</p> <p>Evidence of continuous professional development in a relevant discipline</p> <p>Project Management skills and abilities</p> <p>Analysing problems and determining creative and practical solutions</p> <p>Excellent team working, influencing and communication skills</p> <p>Excellent planning and organisation of work</p> <p>Experience of meeting diverse objectives within defined timescales</p> <p>Experience of supporting medium/large scale projects</p> <p>Maintain effective working relationships</p> <p>Demonstrate enthusiasm and commitment</p> <p>Ability to work on own and as part of a team</p> <p>Confident user of IT applications – word processing, spreadsheets, databases</p> <p>Must be able to move between property locations</p>	<p>✓</p> <p></p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p>	<p></p> <p>✓</p> <p></p> <p></p> <p></p> <p></p> <p></p> <p></p> <p></p> <p></p> <p></p> <p></p> <p></p> <p></p> <p></p>

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<p>Communicate information to key stakeholders, providing regular updates and answering specific questions.</p> <p>Create schedules to track progress of actions relating to the team workplan.</p> <p>Facilitate practical discussions on implementation of elements of the team workplan.</p> <p>Facilitate and coordinate with Business Technology Solutions and end users to agree the IT requirements for accommodation changes and improvement projects. Work with BTS to support the procurement of agreed equipment and monitor the delivery in line with the agreed project.</p> <p>Work with the Project Managers to develop and implement any moves to enable the smooth transition between locations.</p> <p>Ensure that opportunities are provided to the services to request alterations or changes to the design plans and managing expectations in relation to this.</p> <p>Production of reports to highlight issues to the Project Managers. To represent the client at project meetings, ensuring that the practicalities of the Asset Management context are taken into account in the decision making process.</p> <p>Support the Project Managers in the development of the utilisation Information, including surveys, reports etc.</p>			
Undertaking all other duties as required for the role. Duties will be in line with the grade.			

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Additional tasks or responsibilities – this is a generic role, however this particular job may also require you to undertake the following:			
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Type of Protection of Vulnerable Groups Scheme (PVG Scheme) or Disclosure Check required	
Before confirming appointment: You may be required to obtain PVG scheme membership or a Disclosure check. Please refer to the job advert for clarification of the specific requirement.	
Additional Information – the following information is available:	Expected Behaviours
<ul style="list-style-type: none"> • Skills Framework (if applicable) • How we work matters 	<p>Every council employee is expected to lead the way by making decisions and behaving in ways that uphold our community commitments and values.</p> <p>Please refer to How We Work Matters Guidance to learn more.</p>