Role Title | Technical Works Officer
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Job Family | Property and Construction
Sub Category | TWOs
Grade | TPB5
Behaviours | • Making Effective Decisions  • Managing a Quality Service  • Delivering at Pace  • Leadership Charter
Purpose | To inspect and advise on the maintenance of the overseas estate (regional and global), including building maintenance, health and safety, and construction projects, under the terms of property management service level agreement (SLA).

Authority and Scope
• Maintain 5-year rolling Maintenance Programme for Post
• Deliver projects within agreed timelines, budget and customer’s Schedule of Requirements. Produce and maintain standard documentation
• Technical management of Technical Works Supervisors (TWS’s)
• Prepare and manage cost budgets relating to provision of services
• Travel overseas frequently and beyond specified region when required (may include hazardous zones, for varying periods of time and at short notice).

Key Accountabilities
• Ensure that buildings are maintained to required standards: that all statutory inspections are carried out and recommendations (including security) are acted upon; conduct Property Inspections, Property Compliance Assessments and Compliance Visits. Produce reports to support recommendations and advise Post on their implementation
• Advise Post and relevant FCDO Directorates on technical, health & safety and contractual matters in relation to all small and medium estate maintenance, new works, security and “ingoing’s” and on their duty of care to maintain safe, suitable working and residential environments
• Manage small/medium size projects as directed by Regional Manager. May include simple designs, preparation of tender documents relevant to discipline
• Manage and deliver Executive Services on a fee recovery basis

Skills
• M&E operational and maintenance skills
• Site Surveys
• Build and design building services & infrastructure
• Construction methods and technology
• Health & Safety
• Customer/supplier relationship management
• Stakeholder management
• Bridge technical and non-technical
• Lead in a matrix structure
• Deliver on-the-job training

Qualifications, Knowledge and Experience
**Essential**
• Level 4 technical or professional qualification, in building construction and/or building services related disciplines, or equivalent experience
• Member of professional body such as IET, CIOB, CIBSE, CIET or similar
• Health & safety qualification (NEBOSH/IOSH) or willingness to acquire it
• Knowledge of relevant technical standards and building related H&S legislation
• Experience of working overseas

**Desirable**
• Broad knowledge of building, civil, mechanical and electrical work
• Technical specification writing experience
• Financial management skills
• Worked with Oracle based systems and MS Office suite
• Appreciation of Embassy & Residence security and fit-out requirements
• Specialist design awareness of the secure environment within the FCDO estate
• Contract administration

Internal and External Communications
• Clients/End Users, Project Sponsors including Head of Post, Deputy Head of Mission and Corporate Services Managers at Post to provide advice, recommendations and progress reports
• Internal Project Managers, Architects, Surveyors, M&E Engineers, Security System Designers and Structural Engineers to progress projects
• External construction consultants, contractors, foreign friendly governments, in-country local authorities and Clerks of Works to ensure work delivered and to required standard.
• FCDO Security Advisors to ensure recommendations are integrated in project proposals
• Assist FCDO Services Customer Contact Centre in developing fee proposals for project work
• Develop contacts with opposite numbers in friendly missions

Potential Next Career Moves

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