**Manchester Local Care Organisation**

**Role Profile**

**Project Surveyor, Grade 8**

**MEAP Service, Adults’ Directorate   
Reports to: Principal Project Surveyor**

**Job Family: Technical**

**Manchester Local Care Organisation**

Manchester Local Care Organisation (MLCO) has been established by the partners (Manchester City Council, Manchester University NHS Foundation Trust, Greater Manchester Mental Health Service NHS Trust and Manchester Primary Care Partnership) to integrate, plan and manage community health and social care across the City.  By working better together, we are bringing community health and social care services together in our 12 neighbourhoods to form integrated Neighbourhoods Teams (INTs). Our INTs will drive our collaborative approach, developing partnerships and building on existing community assets to facilitate improved delivery specific to each neighbourhood. We will be able to provide improved care closer to home and to support the people of Manchester to live healthier, more independent and fulfilling lives and be part of a thriving and supportive community. Your role is deployed into MLCO by your employer: Manchester City Council.

**Key Role Descriptors:**

The role holder will undertake a lead consultant role on complex technical, procedural and legislative matters in a professional, customer focused, and specialist technical service.

The role holder will lead and have accountability for the delivery of a range of technical projects, initiatives or work packages that comply with relevant legislation and help achieve the Council’s corporate aims and objectives

The role holder will use their technical knowledge and expertise to develop, design and implement customer-focused solutions.  They will continually identify and champion opportunities to deliver improvement.

**Key Role Accountabilities:**

Lead an innovative, forward thinking technical consultancy function for the assigned service area, ensuring that solutions are delivered in line with customer and legislative requirements.  Dependent on the service area, this may include software / information technology support, engineering, surveying, curating or other specialist functions.

Lead on the delivery of work packages (using project management methodology where appropriate), ensuring compliance with organisational objectives, consistency in approach and compliance with appropriate internal and legislative guidelines.

Actively strive to achieve efficiencies in project, programme and maintenance service delivery and improvements in the quality of service.

Develop successful internal and external relationships and secure stakeholder commitment through negotiation and communications, both oral and written, to ensure work packages are delivered effectively and to customer requirements and agreed objectives.  Work closely with contractors where required to ensure effective work package delivery.

Analyse and interpret legislation, presenting information and complex technical matters relating to the service area in a clear and concise manner to a range of stakeholders, orally and in writing.  This will include identifying and addressing complex issues and making informed recommendations on action needed to support key corporate objectives.

Represent the City Council as an expert witness at enquiries, tribunals and hearings or similar proceedings where appropriate.

Roles at this level may be required to manage a range of assigned resources, which may be human, financial or other, to ensure continuous improvement in service delivery.  Staff management duties may be either through direct line management of a team (including appraisals, performance management and other duties) or through matrix management of a virtual team of officers.

Dependent on the service area, the roleholder may be required to work on a rota basis including out of hours as required to meet customer demand.

Demonstrate a personal commitment to continuous self-development and service improvement.

Through personal example, open commitment and clear action, ensure diversity is positively valued, resulting in equal access and treatment in employment, service delivery and communications.

**Where the role holder is disabled, every effort will be made to supply all necessary aids, adaptations or equipment to allow them to carry out all the duties of the role. If, however, a certain task proves to be unachievable, job redesign will be fully considered.**

**Role portfolio:**

Manchester Equipment and Adaptations Partnership (MEAP) is a city wide service, providing a co-ordinated, comprehensive and streamlined service to disabled and older people, including children and adults, to maximise independence, choice, safety and quality of life.

As a preventative service, MEAP aim to reduce reliance on care services, slow down admissions to nursing and residential accommodation and reduce falls requiring hospital admissions.

The Service will work closely with other services and key stakeholders to ensure the maximum integration of the services’ portfolio of responsibilities into a cohesive, efficient and cost effective service.

The Service works in collaboration with Health and other key stakeholders to develop effective partnerships, linkages and greater coordinated working with other services, key agencies and organisations to ensure that teams contribute to the development and delivery of the cities priorities.

The post holder will work as part of an integrated team to provide a wide range of Building Surveying Services to provide major and minor disabled adaptations to a range of properties for residents with a wide range of complex needs. The team provides the full range of adaptations both minor and major including mechanical and electrical installations for residents of all ages, from birth to death.

The post holder will survey, measure and provide accurate CAD plans and use of GIS service to create solutions for independent living in properties for residents with a number of needs/conditions.

The post holder will provide comprehensive schedule of works with costings, to facilitate accurate schemes and budget monitoring, including preparation of

Documentation, obtaining specialist contractor quotations, for the approval of disabled facilities grant, including overseeing notional payments, checking/collating relevant certification, authorising payments and agreeing variation orders, to contractors/clients.

**Key Behaviours, Skills and Technical Requirements**

**Our Manchester Behaviours**

* We are proud and passionate about Manchester
* We take time to listen and understand
* We ‘own it’ and we’re not afraid to try new things
* We work together and trust each other
* We show that we value our differences and treat people fairly

**General Skills**

* **Communication Skills:** Ability to communicate clearly, concisely, accurately and in ways that promote understanding.
* **Analytical Skills:** Ability to absorb, understand and quickly assimilate moderately complex information and concepts and compare information from a number of different sources.
* **Planning and Organising:** Demonstrate the ability to organise multiple tasks in the most effective way and allocate time and energy according to task complexity and priority.
* **Administrative Skills:** Ability to arrange and service complex meetings, preparing information, taking detailed notes and producing minutes from a wide range of meetings.
* **Project Management:** Takes responsibility for allocated project tasks and delivers these efficiently.  Contributes to the project planning process within a defined project management framework providing required information in a timely manner and identify emerging risks to the project and report these appropriately.
* **Problem Solving and Decision Making:**  Ability to analyse situations, diagnose problems, identify the key issues, establish and evaluate alternative courses of action and produce a logical, practical and acceptable solution.
* **People Management:** Is able to inspire individuals to give their best to achive a desired result and maintains effective relationships with individuals and the team as a whole, to ensure that the team is equipped to achieve objectives set according to the overall business need.
* **ICT Skills:** Skills to use ICT systems to obtain and analyse data and present it effectively through a variety of ICT channels.

**Technical Requirements (Role Specific)**

* A qualification (e.g., HNC/HND, BSc, MSc or equivalent) or significant demonstrable experience or served a recognised apprenticeship of directly related demonstrable experience in the Building Construction
* Full UK driving licence and access to a vehicle
* Trusted Assessor Level 2 (or working towards/prepared to undertake)
* Enhanced DBS check essential