



ADUR & WORTHING
COUNCILS

Job Description & Person Specification

Authority	ADC / WBC
Directorate	Housing & Communities
Post Title	Adur Homes Project Officer
Post Number	
Accountable to	Operational Delivery Manager
Key leadership relationships	<p>Internal: Members of the Council, Chief Officers and all other appropriate Council officers and managers</p> <p>External: Members and Officers of other bodies, specialist agencies, media, contractors and consultants, partner agencies across the public, private and voluntary sectors.</p>
Work style	This role falls within the Blended Working Policy
Last updated	July 2025

Job Description - Principal purpose of job (role summary)

As Project Officer you will support the Operational Delivery Manager to provide technical building services within Adur Homes.

You will deliver a range of major repairs, disrepair claim resolutions and damp & mould remedial works from initial feasibility through to completion, including the preparation of specifications and site management of internal resources and contractors through to completion and signing off the works.

You will liaise with tenants and all other concerned parties to ensure that all necessary building repairs/improvements requests are met. To oversee contractors whilst on site and ensure that all aspects of their performance is of a good standard.

Your manager will empower you to apply our principles - resilience, adaptability and participation - to your working practices.

Expectations of post holder

Willingness to embrace change and ability to adapt to new ways of working

Enthusiasm for working across teams in collaboration and partnership in order to help deliver Our Plan

Act with honesty and openness, and be brave enough to contribute your ideas and get involved

Bring your passion for delivering a high quality service for our residents to your role

Engage proactively in your performance and development conversations, and embrace opportunities to learn and grow

Live how we work with each other and our customers:

- We listen
- We say what we think & do what we say
- We are inclusive & kind
- We are ambitious
- We think & act beyond ourselves and our service
- We are a team

Promote the service and Councils positively at all times

Role specific Duties and responsibilities

Managing a wide variety of repair projects with key duties including; preparation of the project brief, assessing the need for and arranging for specialist advice and investigations such as asbestos surveys, preparing and issuing orders and managing the works through to completion

To inspect repair, maintenance and void requests for any asset in order to determine work to be carried out by contractors or the direct service unit, either through the schedule of rates or by obtaining quotations/tenders, including photographic evidence

To raise orders for repair, maintenance and voids work, using Adur Homes repairs system.
To provide specifications and advice for any necessary repairs and maintenance to any property owned or leased by Adur District Council (ADC).
Ensure compliance with the Council's Contract Procedure Rules, CDM Regulations (2015) and Project Management Framework.
Liaise with and manage the use of internal support services/colleagues, provide advice and guidance to fellow and junior team members to ensure efficient and effective use of their time.
Ensure that all documentation and duties undertaken fully adhere to Contract terms and financial regulation requirements and can be fully audited at any point during and after project completion.
To have a good knowledge and understanding of the requirements and responsibilities under The Control of Asbestos Regulations 2012 and the Council's Asbestos Policy and ensure these are strictly adhered to in relation to all aspects of project delivery and personal, staff, tenant and public safety.
To have a working knowledge of the requirements of Section 20 of the Housing Act and where a project has qualifying works requiring consultation, to liaise with the Leasehold team and provide sufficient supporting information to ensure compliance under the Act.
Where required, liaise with residents who are undergoing works to their home, dealing with their needs and concerns in a sensitive and professional manner at all times. Explain technical plans and specifications to a non-technical audience
To participate in the operation of a duty rota and out of hours rota systems for the effective operation of the service and to cover for absent colleagues.
To undertake the Council's training and management programme and keep all records up to date. Undertake regular Continued Professional Development to ensure good quality advice is provided to clients and to maintain the membership obligations of any professional body
Undertake such other duties as may reasonably be allocated to the postholder, which may involve providing assistance in any section of the department as may be required from time to time
Undertake all duties in accordance with Council policies, the Code of Conduct for Officers, and in particular policies relating to Customer Care and Equal Opportunities
Undertake any duties regarding health, safety and welfare at work, civil contingencies and business continuity which may reasonably be allocated to the postholder as a result of legislation, codes of practice or Council policies

As the post holder, you will be required to undertake such other duties as may be required within your grade and competence, and therefore the list of duties in this job description should not be regarded as exclusive or exhaustive.

Duties will be set out in this job description but please note that the Council reserves the right to update the job description, from time to time, to reflect changes in, or to, the role. The post holder will be consulted about any proposed changes. Significant permanent changes in duties and responsibilities will require agreed revisions to be made to this job description.

Adur & Worthing Councils recognise the need to ensure the welfare of children and vulnerable adults when they come into contact with services provided by the Councils. Employees, volunteers and Elected Members have regular contact with the general public during the course of their work and are in a position to observe signs which might indicate that a person is at risk of harm and abuse. If signs, which cause concern, are observed, all employees (temporary and permanent),

volunteers and Elected Members have a duty to report allegations, disclosures and suspicions of abuse or neglect in line with the Councils' [Safeguarding Policy](#) .

Person Specification:

<p>The core skills and competencies below are taken from our organisational Skills and Competencies Framework v1.0 and are an indication of the expectations we have of our employees. The full document will be shared with you as part of the onboarding process.</p>	
Participative	<p>Build strong relationships with people inside and outside your team and organisation to make a difference to improved outcomes for the local area</p> <p>Engage in clear and positive written and verbal communication to help people understand what you want to achieve and how they can help</p> <p>Value the unique strengths of people from different backgrounds to promote a culture of inclusion, equality and diversity</p> <p>More detail can be found in the Participation Skills & Competencies.</p>
Adaptive	<p>Adopt an active interest in learning and development opportunities that will enable you to strengthen and broaden your skills</p> <p>Experiment with new ways of working to help continuously improve how we deliver outcomes (including through the use of digital tools and platforms)</p> <p>Anticipate new challenges & opportunities to be able to adapt to change around you</p>
Resilient	<p>Embrace a consistently positive attitude and effectively prioritise workload to support your own wellbeing</p> <p>Cultivate a supportive environment with colleagues so people feel part of a team that looks out for each other</p> <p>Prioritise the use of resources that helps us be financially and environmentally sustainable</p>
Leadership	<p>Be open to coaching approaches to support others in finding solutions to problems</p> <p>Role model the principles above to inspire others to demonstrate positive behaviours</p> <p>Develop an understanding of the political processes that guide our organisation and show commitment to the safeguarding of others</p>

	Essential	Desirable
Qualifications	<p>HNC/HND level qualification in a building or construction related discipline or equivalent building construction/ surveying experience.</p> <p>Evidence of continuing professional development relevant to discipline</p>	<p>BSc Building Surveying or working towards this qualification.</p>

<p>Knowledge</p>	<p>Comprehensive professional, technical and practical experience of working as a building/maintenance surveyor or project officer including the management of contractors, delivering projects from inception to completion.</p> <p>Extensive knowledge of health and safety legislation and CDM Regulations (2015).</p> <p>Supervising and monitoring contractors to ensure maximum performance and best value.</p> <p>Ability to project manage a range of property and improvement projects, and programmes of work.</p> <p>Sound knowledge of construction related legislation, building regulations and codes of practice and a knowledge of sustainable methods of building..</p>	<p>Knowledge of standard forms of building contracts such as NEC/JCT</p>
<p>Experience</p>	<p>The post holder will need to demonstrate:</p> <p>A high level of technical competency with a keenness to pursue further training and improve knowledge.</p> <p>Understanding and working knowledge of HHSRS requirements and assessment and damp investigations and recommendations</p> <p>Experience of delivering a number of complicated major repairs or damp & mould remediation works from conception through to practical completion and handover.</p> <p>Experience of working with Local Authorities or other public sector organisations with partnership working.</p> <p>A flexible and forward thinking attitude to work.</p> <p>A confident approach.</p>	<p>Understanding and working knowledge of compliance areas within a Local Authority and social housing environment</p>
<p>Communication</p>	<p>Excellent communication skills, able to discuss issues at all levels.</p> <p>Ability to clearly present information in a verbal and written format. This criteria applies both internally & externally.</p> <p>Ability to communicate and work well within an open-planned office environment and with colleagues within the same team and other sections requiring a high level of cooperation and consultation.</p>	

Relationship Building	<p>Good interpersonal and time management skills.</p> <p>Proven ability to build positive, solution focussed, professional relationships, both internally and externally</p> <p>Experience of working with politicians - both in administration and opposition</p> <p>To be able to perform as part of a team, to be creative, to be able to work on your own initiative, to be able to work under pressure.</p>	
Analytical	<p>Manage allocated capital budgets for assigned projects.</p> <p>Effective numeric and written skills.</p> <p>Ability to analyse tenders and assess best value with regards to quality and price.</p> <p>Excellent diagnostic skills in relation to building defects, feasibility of improvement works, assessment of emergency works etc.</p> <p>Work effectively as a team player.</p> <p>Good attention to detail.</p>	
Planning/ Organising	<p>Able to plan and manage a varied workload and meet critical deadlines with minimum supervision.</p>	
Other requirements	<p>Valuing kindness and compassion in the workplace</p> <p>Acceptance of political restriction</p> <p>Able to travel within the Adur and Worthing Districts</p>	

Job description & Person Specification agreed by:

Post holder (Print name):	
Signature:	
Date:	