

Job Description

Job Title:	Assistant Programme Manager
Reporting to:	Asset Manager (Investment)
Department:	Assets Management
Direct Reports:	None
Budget:	None
JD date reviewed:	March 2023
Job Level:	14
Job Family:	Services

Job Purpose

To monitor the quality and progress of assigned planned works contracts

To assist Eastlight in delivering its investment programme ensuring work is completed to the correct specification, current regulations and to a high-quality standard. This role is responsible for the monitoring via weekly site visits, snagging, defect and handover process and collection of all asset data on completion.

Key Strategic Responsibilities

- Technical due diligence surveys for residential properties
- Leading quality assurance across projects and services, ensuring client needs are met and relevant legislation is adhered to
- Collating and presenting findings to internal and external stakeholders, offering solutions and recommendations where required

Key Functional Responsibilities

- Monitor the progress of Investment works on site
- Produce regular site reports outlining progress of work and quality of work
- Ensure that all work is carried out fully in accordance with the contract specification and all relevant safety regulations and legislation including the Health and Safety at Work Act (1974), Building Safety Act 2022 and Construction, Design and Management Regulations (2015).
- Oversee and complete the snagging and defect process
- Identify and record defect trends
- Attend contract meetings as required

Person Specification

Education and qualifications	<ul style="list-style-type: none"> • Evidence of Continuing professional development
Experience	<ul style="list-style-type: none"> • Experience in Building Surveying • Delivery of construction contracts in an occupied residential setting.
Knowledge and Skills	<ul style="list-style-type: none"> • Excellent technical knowledge in domestic property construction • Be thorough and have an attention to detail • A knowledge of structural defect identification • A knowledge of the Governments Home Standard • Knowledge of the Housing Health and Safety Rating System (HHSRS) • Good knowledge of the Building Safety Act 2022 • Good site safety knowledge, SMSTS or similar • Good knowledge of the building regulations and other industry standards • Good knowledge of current industry issues that may impact Eastlight's delivery of Investment works • The ability to monitor contract progress made by external partners or contractors • Ability to build partnerships and work collaboratively with others to meet shared objectives. • Demonstrate ability and commitment to customer care. • Competent using Microsoft packages and report writing skills • Must have a current UK driving license and use of a car.