

Senior Design & Feasibility Officer

Department: Infrastructure, Housing and Environment

Division: Property

Reports to: Design & Feasibility Manager

JE Reference: IHE1061.1

Grade: 11

JE Date: 19/4/2021

Job purpose

Providing a business planning and design service, including pre-feasibility and feasibility assessments, project specifications and briefs, provision of sketch schemes and contract administration services for property capital projects related to the existing Government asset portfolio, involving refurbishment, extension, and modernisation of property assets, and replacement as evolutions of existing structures to deliver high-quality public sector outcomes, ensuring the public property portfolio is kept fit for purpose and meets the changing needs of the users.

Job specific outcomes

Work with client Government departments on the planning of capital projects involving existing property assets, agreeing client requirements and project briefs for design and construction stages, and creating business cases in accordance with the Public Finances Manual, in order to deliver modifications to build assets and spaces that are safe for delivery of the Government's objectives.

Create detailed and costed discovery work and feasibility studies, that include necessary consultation / endorsement including, where required, the correct technical supporting information to allow end-user capital funding bids; this includes surveying sites and identifying location benefits, carrying out risk assessments, specifying the appropriate technology, tools and materials to be used and collaborating with contractors as appropriate for each project.

Provide or commission specialist technical advice on design and project planning for the allocated project portfolio, analysing architectural plans and drawings and resolving potential design problems and identifying legal issues to ensure compliance with current statutory and regulatory requirements and best practice standards.

Make planning and bye-law submissions, and undertake / organise Environmental, Traffic and Health (Sustainability) impact assessments, ensuring compliance with any planning permissions in consultation with stakeholders and in accordance with legislation and good practice to ensure the effective and economic delivery of all allocated project work streams involving existing property assets.

Work closely with the Project Delivery Team, who will provide project management capabilities during the design and feasibility stages of projects involving the existing Government property estate, collaborating to ensure compliance with governance standards in particular the finance

manual and managing the relationship with various stakeholders and recording all correspondence with Ministers and contractors / suppliers involved in the contract.

Undertake or facilitate, depending on the scale, contract administration services during the design and feasibility stages of allocated projects, supervising contractors and ensuring their deliverables are as per agreed contract terms, meet best practice work standards and are in accordance with current regulatory and statutory requirements, addressing any issues and ensuring progression of work through planning and construction project stages. Prepare tender and contract documents, issue instructions to contractors, issuing certificates under the building contract and ensuring the work meets design standards.

Undertake research into and stay current on alternative design methodologies and the latest science and technology of buildings, materials and processes, and consider their applicability in the local context, factoring in service requirements, and the condition and location of existing buildings within the public property asset portfolio to ensure that building capital projects are designed and delivered in line with the latest technological, process, health and safety and environmental protection requirements.

Liaise with the Property Project Delivery Team ensuring a thorough and effective dual flow of information on capital projects involving existing property assets and continuing to provide guidance and advice for effective quality assurance coordination and timely settling of invoices ensuring that modernisation/refurbishment plans and design specifications are being followed correctly in accordance with the relevant agreements and directives.

Support the Design and Feasibility Manager on creating contingencies against any potential risks associated with technical and economic uncertainties to ensure continuity and successful project delivery.

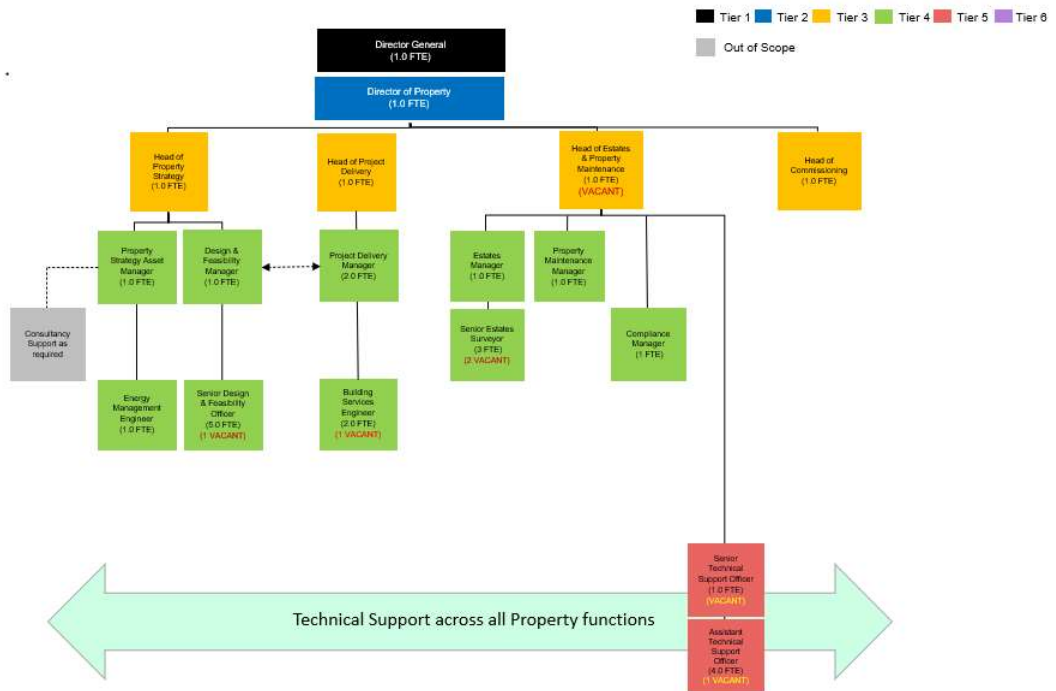
Work collaboratively with other technical professionals across the department, including Engineers, Land and Building Surveyors, Regulation and the Natural Environment colleagues at the design-build stage of property capital works to existing assets, promoting a joined-up approach to project delivery with a view to ensuring the public estate is effective and efficient.

Statutory responsibilities

Active engagement, participation and compliance with any other statutory responsibilities applicable to the role, as amended from time to time.

This role is politically restricted. The job holder is not permitted to undertake political activity involving standing for election to the Government or as a Parish Constable, or publicly supporting someone who is standing for election or playing a public part in any political manner.

Organisational structure



Organisational structure



Person Specification

Specific to the role

ATTRIBUTES	ESSENTIAL	DESIRABLE
<p>Qualifications <i>Please state the level of education and professional qualifications and / or specific occupational training required.</i></p>	<p>Degree in a relevant specialism e.g. Architectural Technology or GNVQ in Construction and the Built Environment, plus HNC in Building Studies.</p> <p>Full member of the Chartered Institute of Architectural Technologists.</p> <p>Project management qualification or equivalent.</p>	<p>Post graduate qualification in a property related subject e.g. Property Development, Property Management, Real Estate or equivalent gained through substantial practical experience.</p>
<p>Knowledge <i>This relates to the level and breadth of practical knowledge required to do the job (e.g. the understanding of a defined system, practice, method or procedure).</i></p>	<p>Specialist knowledge of and understanding of building science and technology.</p> <p>Detailed knowledge of planning, legal and regulatory frameworks governing building works e.g. Jersey Building Regulations, Codes of Practice Health and Safety related to construction etc.</p> <p>Ongoing Continuing Professional Development to remain up-to-date with the latest methodologies and industry research and best practice.</p> <p>Knowledge of the Government of Jersey or a comparable organisation and its strategy and functions.</p>	<p>Knowledge of:</p> <p>The activity and processes of Government including interaction between politicians and officials.</p> <p>Management reporting as it relates to this role.</p> <p>The departmental priorities, key objectives, risks and issues relevant to the department division and the role.</p>
<p>Technical / Work-based Skills <i>This relates to the skills specific to the job, e.g. language fluency, vehicle license etc.</i></p>	<p>Computer literate with ability to operate the Microsoft Office package.</p> <p>Ability to produce detailed building designs and interpret complex specialist data.</p> <p>Ability to interpret all architectural and engineering drawings.</p> <p>User of Computer Aided Design (CAD) and Building Information Modelling (BIM) technology</p>	
<p>General Skills/Attributes <i>This relates to more general characteristics required to do the job effectively, e.g.</i></p>	<p>Strong relationship building skills.</p> <p>Good planning and organising skills.</p> <p>Excellent verbal and written communication skills.</p> <p>Ability to produce written materials (e.g. letters,</p>	

<p><i>effective written communication skills, ability to delegate, motivation or commitment etc.</i></p>	<p>reports, discussion papers, proposals) to a high level for presentation to a variety of audiences, including various project boards and Government of Jersey Ministers.</p> <p>Ability to communicate effectively to senior stakeholders, including politicians and Senior Management and deliver key messages at a suitable level.</p> <p>Ability to influence and persuade a wide range of stakeholders in and outside the department.</p>	
<p>Experience <i>This is the proven record of experience and achievement in a field, profession or specialism. This could include a minimum period of experience in a defined area of work if required by an external body (for example a period of post-qualification experience).</i></p>	<p>Minimum 5 years' experience in Architectural Practice.</p> <p>Project management experience.</p> <p>Experience working on listed buildings or classical buildings.</p> <p>Experience in delivery against budgets.</p> <p>A proven track record of achieving objectives on time.</p>	

Core Accountabilities, Attributes and Behaviour Indicators

Appointees to this role will be required to adhere to and perform their duties in line with the standards identified in the Government of Jersey tier 4 core accountabilities, attributes and behaviour indicators.