



Job description	
Job title	Adaptations Project Officer / Surveyor
Grade	Band K / SCP 35 - 37
Directorate	Adult Social Care
Section/team	Whole Life Commissioning
Accountable to	Senior Adaptations Surveyor
Responsible for	Disabled Facilities Grant Programme
Date reviewed	

Purpose of the Job

The main purpose of the post is to be responsible for managing DFG (Disabled Facilities Grant) cases, carrying out the required Legislative 'means testing' and the 'project management' of cases on site liaising both with customers and external 'contractors' who are a part of the Local Authorities 'Contract' Frameworks for Disabled Adaptations. The post holder will also be responsible in the absence of the Senior Adaptations Surveyor for the management of the DFG Grants / Surveying Team's adaptation programme of works carried out under the Care Act 2014 and Housing Grants Construction and Regeneration Act 1996

Duties and Responsibilities

This is not a comprehensive list of all the tasks, which may be required of the post holder. It is illustrative of the general nature and level of responsibility of the work to be undertaken.

1. Prepare and check grant applications, including financial means testing, contract documentation, including tender analysis, interim and final accounts on schemes delegated for your control.
2. Ensure that invoices are properly checked in accordance with the Council's agreed procedures and that expenditure is certified only for work completed.
3. Maintain effective communication systems with relevant staff of all Departments of the Authority.



4. Ensure compliance with current Building and Planning Regulations. Appropriate liaison with government bodies and outside agencies, including building contractors and housing associations.
5. Work in close partnership with Occupational Therapy team carrying out joint site visits to ascertain 'feasibility' of major adaptation works.
6. Manage complex cases assisting service users to complete grant forms, undertake assessments for Disabled Facilities Grants and advise service users on their responsibilities and rights. Apply legislative, Regulatory requirements and Council policy in the administration of Disabled Facilities Grants.
7. To respond to queries or problems in relation to works undertaken pre/post completion in relation to DFG works, escalating appropriately as required to the Senior Adaptations Surveyor.
8. In the absence of the Senior Adaptations Surveyor, manage the monitoring of the authorities lift and specialist equipment stock and the associated recycling process.
9. Demonstratable ability to prepare Committee Reports and attend Committee and Scrutiny meetings as required.
10. Prepare full adaptation packages – including surveys, reports, specifications, drawings and estimates.
11. In depth knowledge of and/or experience of tendering and invoice procedures for building works.
12. Experience in the design and supervision of building alterations and maintenance management with some practical experience in the design of adaptations for the disabled.
13. Supervising building works and contractors on site and related health and safety legislation.
14. To carry out such other appropriate duties within the appropriate grade band as may be allocated from time to time.

Other responsibilities

1. Ensure effective communication both written and verbal with senior management, strategic partners and elected members.
2. To have due regard for safeguarding and promoting the welfare of young people and vulnerable adults.



3. Ensure that all project deadlines are achieved and that project outcomes accord with specified requirements.
4. Provide appropriate support and supervision to any staff allocated to the post-holder in the absence of the Senior Adaptations Surveyor.

Health and Safety

To inform management of any health and safety issues which could place individuals in danger.

Responsible to the Senior Adaptations Surveyor for the health and safety of self, staff in the team, visitors, and for ensuring that good health and safety practice is followed by all contractors used by the team

Data Protection and Information Security

- Implement and act in accordance with the Information Security Acceptable Use policy and Data Protection Policy,
- Protect the council's information assets from unauthorised access, disclosure, modification, destruction or interference,
- Report actual or potential security incidents.

Knowsley Better Together – Staff Qualities

The following qualities have been adopted by the Council and apply to all employees. You are expected to embrace and display these qualities. Your line manager will discuss your behaviour with you, during your My Time and My Time Extra meetings.

- **Integrity.** You are required to be open and honest, maintain high standards of personal behaviour and display strong moral principles.
- **Accountability.** You must take personal responsibility for your actions and decisions and understand the consequences of your behaviour.
- **Communication.** You must listen and talk to others, taking account of other people's points of view. You should share information and strive to work together.
- **Respect.** You must treat people with care and dignity, observing the rights of other people, and helping and supporting others where you can.