



Contract Officer



Working better together
for our residents

> Homes Directorate > M&E Compliance

What's it all about

Manage safety critical components and/or activities in the Electrical team to ensure the necessary servicing by our Contractors of electrical safety tests in resident homes and communal areas, emergency lighting and PAT testing inspections. Manage the reactive repairs ensuring contractors carry these out on time to ensure the safety of our residents and buildings. These activities will ensure we meet our statutory, regulatory, and corporate requirements, for the benefit and satisfaction of our residents

How you'll make a difference

We aim for 100% compliance in our electrical safety tests (EICRS) and emergency lighting (EMLS), your role will be to ensure the contractors work to program, forward plan and follow the No access process to ensure that we meet 100% compliance and that our residents are safe in their homes.

How you'll do it

- Manage contractors delivering services assigned to you to ensure they are delivered as specified.
- Ensure the components and/or activities are fully compliant with all relevant statutory, regulatory and corporate requirements
- Ensure contractors complete maintenance and repair services on time and to the standards expected.
- Ensure contractors have the appropriate third-party accreditation for their service specialism and that consultants are performing effective quality control.
- Lead regular, scheduled contract review meetings with the appropriate agenda to scrutinise contractual KPIs, discuss health and safety matters and hold the contractor(s) to account.
- Be the main point of contact for operational colleagues, contractors, stakeholders and residents for queries relating to your

contracts or workstream.

- Deliver services that provide value for money for our residents and business and meet budget expectations.
- Ensure that you follow and keep up to date with all relevant Notting Hill Genesis and statutory policies and related procedures including health and safety and financial regulations.
- Hybrid arrangements – minimum three days in the office, 2 days working from home.

All about you

Behaviours for success

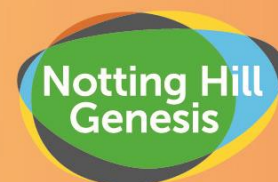
Our values set out what we stand for. You'll need to show us how you match them and how you'll behave to ensure those are visible when carrying out your work.

- Compassionate
- Progressive
- Dependable
- Inclusive
- Empowered

For each value, we've created example behaviours to help you understand our expectations in more detail. This role is at staff level.

Essential knowledge, experience and skills including qualifications and professional membership

- Experience of contractor and/or stakeholder management.
- Experience of working in a Housing Association or similar sized organisation
- Experience of working in a very busy environment and managing a diverse workload
- Desirable to have awareness of property compliance requirements.
- Desirable to have a recognised contract management qualification.
- Desirable to have an understanding of public sector procurement methods.
- Effective IT skills including intermediate MS Office skills



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