

Policy and Decant Voids Manager

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Company: Vox Network Consultants

Location: South East London

Category: other-general

Role Purpose

To undertake all duties required in processing all long term voids, policy voids and fire damaged properties. To undertake Line Management of specified members of the Voids Team.

Responsibilities

Accountable to the Voids Manager for the timely provision of design, procurement and contract management of all properties allocated

Ensure compliance with Council processes and procedures and ensure full compliance with standing orders, statutory and other regulatory requirements.

Providing advice and guidance and ensuring dissemination of best practice in relation to all aspects of the service and implementation.

Liaise with colleagues, other Housing and Council departments to ensure effective procurement, design and delivery of the work

To set appropriate and challenging targets and comprehensively monitor the performance of staff under your management within the Voids Team taking corrective action as necessary.

To be accountable for, and to control, Long Term Void expenditure including authorising payments with the support of the Voids Manager

Ensure statutory approvals are in place for required works, including planning submissions

and facilitating discussions with the borough's Planning and Building Control department.

Requirements

Must have a comprehensive knowledge and understanding of fire-damage/structural project management in voids.

Experience working in councils or housing associations

Experience of scheduling major works using the NHF SORs, tendering for works under public procurement rules, and progressing projects to completion.

Experience, knowledge and understanding of all legislation and regulations applicable to building, repairs and refurbishment of houses and flats in social housing, CDM and construction specific H&S legislation.

Contract

Initial 6 month contract with the opportunity to extend

PAYE via Umbrella

Pay negotiable depending on experience

Monday to Friday 9am to 5pm

If you are interested in this position and meet the requirements, APPLY NOW!

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