

BROXTOWE BOROUGH COUNCIL

JOB DESCRIPTION

Directorate:	Housing Leisure & Culture
Division:	Housing
Post No & Job Title:	T122 - Work Planner
Grade:	Grade 5 £17,870 - £19,472
Responsible To:	Housing Repairs Manager – T126
Job Objective:	To ensure that responsive and planned repairs are effectively arranged to maintain a productive department.

Main Duties and Responsibilities:

1. Assist in the implementation of an integrated housing management computer system.
2. Communicate effectively with internal and external customers.
3. Effectively plan, organise, allocate and alter appointments for building maintenance operatives, reporting to the Housing Repairs Manager regarding progress/performance.
4. Assist the Housing Repairs Manager in performance management.
5. Undertake tenant consultation exercises and satisfaction surveys.
6. Assist the Housing Repairs Manager in the forward planning of change within the building maintenance section.
7. Carry out a variety of administration duties including research of the Internet when required.
8. Process contractor job tickets on a daily basis, recording performance information as required.
9. Deputise for other officers in their absence.
10. Undertake any other relevant duties as may be required by the Director.

NOTE

The above job description sets out the main responsibilities of the Work Planner - Post T122, but should not be regarded as an exhaustive list of the duties that may be required of the postholder.