

Issue Date: 10 Aug 22

Review Date: 10 Aug 23

## **TERMS OF REFERENCE FOR**

Post Holder:

Full Title: Contractor Liaison Senior Non-Commissioned Officer

Short Title: CLSNCO

### **Part 1: Job Summary**

#### **PREAMBLE**

1. CLSNCO is under the management of and reports directly to the CTCRM (DIO) Estate Facilities Manager (EFM)

#### **PRIMARY PURPOSE**

2. The CLSNCO will provide liaison / intelligent customer link between the Regional Prime Contractor (Vivo) and DIO Supply Chain contract personnel reference the Regional Prime and Aquatrine Contracts.

#### **ACCOUNTABILITY**

3. The CLSNCO is accountable to the EFM.

#### **AUTHORITY**

4. CLSNCO is the IDAM's representative for works between the BM's and the Vivo Site Delivery Manager including the following contractors and sub-contractors:

- a. Aquatrine / Ancala / Hydrotech
- b. Vivo (SDM and Technical Officers) and supply chains.
- c. Gavin Jones (Grounds Maintenance)

5. Responsibilities and duties for CLSNCO between statutory bodies including the following:

- a. East Devon District Council and Devon County Council
- b. Environmental Agency
- c. Network Rail
- d. Highways Agency

6. CLSNCO input/liaison reference miscellaneous events including:

- a. VIP visits
- b. Unit Families Day
- c. Unit Fireworks Night
- d. Wider Marketing Initiative Events
- e. Officer and Sgt Mess functions

#### **TASKS**

7. Liaison desk for daily interface with contractors and building managers.

8. Contractor day to day focal point for works reference routine and reactive works, major projects and minor new works.

9. Provide liaison and contractor support for Unit funded projects outside of the prime contract.
10. Maintain the warranty periods for new works projects handed over to CTCRM.
11. Attend prime and non-prime contract start-up meetings and subsequent progress meetings.
12. Articulate works programmes as and when required on DRO's.
13. Building Manager for buildings 2, 3, 3A, 5, 6, 72 & 194.

**ESTABLISHMENT DUTIES**

14. The post holder will carry out the following Establishment Duties:
  - a. DSNCO

**COMPETENCIES**

15. The post holder is to be a

	<b>COURSE REFERENCE</b>	<b>SKILL LEVEL (ADV/INT/BASIC)</b>
Driving Licence Holder		Cat B Min

**Part 2: Key Change Objectives**

(To be agreed between employee and Line Manager annually or on taking up the post)

1. During the next 12 months, the post holder is to direct his efforts to achieve his primary and secondary purposes, with the following specific targets:

Signature of Job Holder:

Signature of Line Manager:

Date:

Date: