



Resource Controller (Capital Works)

Reports to: Operations Support Manager

The part I play at Bromford Flagship LiveWest to enable people to thrive is:

to co-ordinate multiple trades effectively to meet our Capital Works KPI's and Flagship Group's Values. I work closely with the Capital Works Manager and Lead Operative to ensure capital works are planned against demand. I co-ordinate the day to day work of the Capital Operatives to increase productivity and minimise downtime. One of my main priorities is to always provide outstanding customer service.

My skills and experience include:

I am educated to GCSE standard or relevant NVQ, CIPD, CPP (or equivalent) or working towards.

I have previous experience of resource management or a similar role, Co-ordinating works to a team accommodating a variable shift pattern.

I am an effective communicator and good listener, I have the confidence to change and propose ideas and solutions. I can make effective decisions under pressure.

I am competent in Microsoft applications such as Outlook and Teams.

Ideally I have experience of working in the Social Housing Sector and good understanding of the general building and construction industry.

The skills I will develop include:

Understanding of Flagship Group Policies and Procedures.

Understanding and familiarity with a range of operational digital systems which will include a work scheduling system.