

**ASCB**  
**JOB DESCRIPTION**

**Title:** Infrastructure and Contracts Officer (Infra & Contracts Offr)

**Grade:** Equates to C2 Civil Servant

**Employer:** Army Sport Control Board (ASCB)

**Reports to:** COS

**Location:** ASCB, Fox Lines, Aldershot, Hants, GU11 2LB

**Job Purpose Summary:**

The Infra & Contracts Offr will be required to; initiate staff sports infrastructure business cases to meet new infrastructure requirements, track their delivery, as well as develop and maintain information on sporting infrastructure and sports leases. They will support sports officers and external HQs in the development of future facilities, through the complete procurement cycle. They will also be the focus for facilities and contract management within HQ ASCB, liaising closely with Aldershot Garrison, Regional Command and contractors, to ensure the HQ ASCB and sport officers are supported in delivering Army Sport.

**Key Duties and Responsibilities:**

- Infra & Contracts Offr will be required to; develop, deliver and manage a Sports Infrastructure Database so as to enable the ASCB's engagement with sport infrastructure management, development and maintenance, primarily, but not exclusively, in association with DIO, DInfra, HQ RC Infra Desk, the wider chain of command and appropriate contractors.
- Infra & Contracts Offr will be the staff lead within the ASCB for the development of infrastructure requirements into appropriate Business Cases for ASCB Non-Publically Funded and sponsored Capital Projects, including all through life costs, in support of the chain of command and Army Sports Associations and Unions.
- Infra & Contracts Offr will be the staff lead for advice and support to Army Sports Associations and Unions on lease, abatement and contract matters and will develop and maintain an ASCB Lease and Abatement Register and ensure compliance with statutory requirements, in liaison with ASCB legal providers.
- Infra & Contracts Offr will be the Health and Safety representative for HQ ASCB in liaison with the ASCB's landlord, CO HQ ASPT, and with Aldershot Garrison,
- Infra & Contracts Offr will provide the staff link to the Aldershot Garrison Management Team, attending relevant meetings as the ASCB representative.
- Infra & Contracts Offr will be required to provide enabling event management support for ASCB events.

- Infra & Contracts Offr will be responsible for the management of all HQ ASCB contracts and will be responsible for all HQ ASCB facilities management including; IT, communications and building management.

Infra & Contracts Offr is a member of the following committees:

DASCB Steering Committee

DASCB Monthly Prayers

ASCB/GMT/Aspire Quarterly Sport Management Meeting

ASCB Annual Conference

Aldershot Garrison QMs Meeting

Aldershot Garrison Casual Use of Sporting Infra Meeting

COS ASCB's fortnightly Sports Secretaries Meeting

*The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job. Incumbents may be requested to perform mutually agreed job-related tasks other than those specifically presented in this description)*

**Job Requirements: (Educational qualifications, knowledge, skills and abilities)**

**Educated to degree (civil/construction engineering or Garrison Engineer) standard would be beneficial but most important is appropriate experience of Army and Defence (DIO) infrastructure delivery, especially in Infrastructure and Contract Management planning, delivery and funding processes and procedures, which is essential. The applicant will have experience in planning and running large infrastructure projects and experience in facilities and contract management. The post requires strong co-ordination and communication skills together with proven knowledge of dealing with Army infrastructure requirements and contract design and delivery. A background in managing projects would be beneficial as well as a rounded knowledge of enabling activities.**

Singed: DASCB

Date: July 2020