

JOB DESCRIPTION

JOB TITLE:	Project Surveyor
GRADE:	6
REPORTING TO:	Project Manager
RESPONSIBLE FOR:	No Direct Reports

ROLE SUMMARY

To deliver an excellent experience for customers by the successful delivery of the cyclical, capital investment works contracts, environmental works programmes for believe housing.

To be responsible for the delivery of all construction related work in these areas ensuring that day to day, contractors and suppliers are effectively managed and are delivering a customer centric, value for money service.

MAIN DUTIES & RESPONSIBILITIES

Specific objectives and deliverables will be agreed as part of your annual performance and development review (PDR) process, the points below are a summary of your main duties and responsibilities.

- To monitor the day-to-day operational delivery of all construction work projects for your area of responsibility, including major investment projects, cyclical works and special projects including demolition of buildings and alterations. Ensuring any issues are rectified with the appointed contractor where applicable.
- To provide regular updates on progress, cost and risk during delivery of all schemes and provide timely progress updates to relevant internal and external stakeholders as may be required during delivery.
- Attend pre-contract, progress and other related meetings on behalf of the organisation and manage external contractors ensuring that safe site working practices are always maintained.
- Bring to the attention of the Project Manager any shortfall in specification or design and oversee the management of contract orders within your area of responsibility, including overseeing and authorising any variations to the contract and ensuring these are issued in writing.

- Responsible for collecting property information in line with survey demands, including ad-hoc surveys in line with programme requirements and operating plans.
- Manage ongoing communication with customers and staff to ensure good relationships are developed and that all relevant parties are informed of issues in a timely manner.
- Ensure properties are handed over to a high standard with all key certification and documentation in place, and strict timescales are agreed with the contractor to rectify any defects identified.
- Liaise with internal colleagues to ensure homes are complete and safe to handover to customers and provide all other information to internal and external stakeholders upon completion as may be required.
- Book and schedule visits and respond to requests in a timely manner
- Carry out retention period inspections.
- Provide relevant data back to the directorate to allow the business to make sound decisions and hold accurate records of all property related components and land assets.
- To represent and promote the organisation externally; proactively developing external working relationships, partnerships and collaborative working to maximise the use of our resources and embed learning where appropriate.
- Your duties may vary from time to time within the broad remit of your role and grade. You are required to undertake any such reasonable and appropriate duties. The nature of the post may require commitment outside of normal office hours, including working on evenings and occasionally at weekends when the needs of the Directorate require.

PERSON SPECIFICATION

	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> Educated to NVQ level 3 in a construction related qualification and/or relevant extensive experience in a similar project management role for a housing provider 	<ul style="list-style-type: none"> Educated to NVQ level 4 in a construction related qualification. A member of either the RICS or CIOB or a similar level of contract management experience Evidence of ongoing professional development.
Experience	<ul style="list-style-type: none"> Sound knowledge of building construction and pathology and experience of providing technical advice. Experience of surveying occupied properties. Managing property related contracts in a similar environment Customer focused approach in all aspects Experience of negotiating with contractors and suppliers 	<ul style="list-style-type: none"> Experience of energy efficiency projects Working with a variety of stakeholders taking feedback on board and using it to influence decisions. Experienced in procuring external contractors and consultants.
Skills/knowledge	<ul style="list-style-type: none"> The ability to work with a high level of pressure to manage workloads to ensure compliance targets are achieved. Can demonstrate an understanding of budgets and how to control expenditure Knowledge of Value for Money and Performance Management. Strong interpersonal skills, including being able to influence, persuade and present A good understanding and use of IT packages e.g., spreadsheets, 	<ul style="list-style-type: none"> Applying value engineering to processes to ensure maximum value for money is achieved Ability to analyse and process technical data.

	<p>databases, word processing applications and stock condition databases.</p> <ul style="list-style-type: none">• Good organisational skills and ability to produce quality work to tight deadlines• Ability to network and form strong working relationships	
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