

JOB DESCRIPTION

JOB TITLE:	Assistant Project Surveyor
GRADE:	7
REPORTING TO:	Project Manager
RESPONSIBLE FOR:	No Direct Reports

ROLE SUMMARY

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

To support the delivery of all construction related work in these areas ensuring that 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 actively contribute to the day-to-day operational delivery of all construction work projects, including major investment projects, cyclical works and special projects including demolition of buildings and alterations.
- Organise, attend and minute pre-contract, progress and other related meetings on behalf of the organisation providing relevant reports.
- Support in the monitoring of targets and key performance information in relation to the investment programme.
- Organise customer consultation events and attend any relevant customer or stakeholder meetings.
- Work alongside managers to ensure that the collating, analysing and interpreting of customer and property data to inform the investment plans.

- Support customers, through various interactions prior to work commencing and manage daily communication with customers and staff to ensure good relationships are developed and that all relevant parties are informed of issues in a timely manner.
- Support the Major Works Team to 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.
- Assess and make appointments for further works if required and ensure these are carried out and completed to the customers satisfaction.
- 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.
- To actively work with stakeholders, local businesses, and community groups to add value to estates and places, including organising and attending school events and community days whilst promoting the believe housing brand.
- 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 or willingness to work towards 	<ul style="list-style-type: none"> • Evidence of ongoing professional development.
Experience	<ul style="list-style-type: none"> • Experience in customer facing service role • Working with a variety of stakeholders to develop and agree solutions. • Experience of basic understanding of construction. • Report writing 	<ul style="list-style-type: none"> • Experience of investment projects
Skills/knowledge	<ul style="list-style-type: none"> • Strong interpersonal skills, including being able to influence, persuade and present • Good organisational skills and ability to produce quality work to tight deadlines • Excellent communication skills, must be able to communicate very confidently both verbally and in writing and at all levels • A good understanding and use of IT packages e.g. spreadsheets, databases, applications and stock condition databases. • Ability to network and form working relationships. • Must hold a current driving license and access to a vehicle. 	<ul style="list-style-type: none"> • Ability to analyse and process technical data.