Job Description

JOB TITLE: Development Surveyor

GRADE: Grade 6A

REPORTING TO: Senior Technical Project Manager

RESPONSIBLE FOR: No Direct Reports

ROLE SUMMARY

This role sits at the heart of the Development Delivery Team, providing expert technical oversight to ensure the successful, compliant delivery of new homes from pre-commencement through to handover and defects resolution. As an experienced and trusted professional, the postholder supports the Senior Technical Lead and Project Managers by delivering a robust Clerk of Works service and ensuring contract drawings, specifications, building regulations and warranty requirements are consistently met. A strong customer focus underpins the role, with quality, safety and compliance embedded throughout the construction process to deliver homes that meet organisational standards and resident expectations.

The role involves detailed technical review and risk management across multiple live sites, including early scrutiny of designs and specifications to improve buildability and avoid costly errors. During construction, the postholder undertakes regular inspections, coordinates key stage and services inspections, monitors CDM 2015 health and safety compliance, and provides appropriate challenge where standards fall short. Regular reporting and attendance at site and technical meetings ensure progress, quality, defects, delays and risks are clearly communicated and managed with the wider project team.

Through handover and the defects liability period, the role leads on snagging, inspections and supports defects resolution, working closely with contractors, consultants and Employer's Agents to secure high standards of completion. Beyond delivery, the postholder provides professional advice across multidisciplinary teams, supports audit requirements, and contributes to innovation and continuous improvement. Strong

collaboration and a proactive approach to health, safety and information governance are central to embedding a high-performance, quality-driven development culture.

MAIN DUTIES AND RESPONSIBILITIES

The points below are a summary of your main duties and responsibilities:

- You will be an experienced and trusted member of the Development Delivery Team, supporting the Senior Technical Lead and Project Managers with the successful construction, supply and handover of new homes, with a strong focus on quality and compliance. You will ensure customers are at the heart of our development programme and assist in creating an outstanding high-performance culture for colleagues.
- You will take professional responsibility with an in-depth knowledge of Building Regulations, construction practices, building methods, modern methods of construction, electrical and mechanical engineering, LABC/NHBC requirements and use this knowledge to ensure high standards of workmanship and materials are used in the construction of our new homes and that build quality is managed throughout construction by providing a robust and well documented Clerk of Works service.
- You will support the Senior Technical Lead, Project Managers and the wider team in writing and maintaining the specification for all new homes contracts, highlighting areas where specification needs to be updated or changed in order to comply with regulatory changes or building practices
- You will work with the Land & Partnerships Function, Project Managers and members of the wider team to review planning proposals and ensure that designs are suitable for construction and meet specification requirements, helping to avoid costly design mistakes as early as possible. Throughout pre-commencement you will attend regular meetings to ensure all construction risks are identified and minimised and that the detailed design is successfully progressed.
- You will undertake detailed technical reviews of drawings and specifications prior to construction, identifying risks, inconsistencies or buildability issues and providing informed feedback to the Senior Technical Lead, Project Managers and the wider team.
- Manage inspection activity across a substantial number of homes at varying stages of construction, often across multiple live development sites.
- Responsible for ensuring contract design drawings, build specification, legal and regulatory requirements are adhered to, you will provide challenge to the appointed

contractor/developer where discrepancies occur, agreeing remedial action to ensure a high level of workmanship is achieved.

- To attend all schemes that fall within your responsibility on a weekly basis (or as required) to ensure a good standard of building work throughout the contract including key stage inspections, bringing to the attention of the Senior Technical Lead and/or relevant Project Manager any shortfall in contract design drawings and specification by providing weekly written reports on progress, quality, delays, risks and compliance issues.
- Coordinate first and second fix inspections with Site Managers and internal mechanical and electrical colleagues, ensuring building services installations meet agreed standards and specifications.
- You will understand duties and responsibilities under CDM (Construction Design and Management) Regulations 2015 and monitor contractor compliance with health and safety requirements and CDM responsibilities, escalating concerns appropriately and supporting the Project Manager in managing risk.
- To attend monthly site meetings and other technical meetings in respect of schemes within your responsibility and as may be required within your role, providing professional input on build quality, defects, compliance and construction progress.
- To carry out pre-handover snagging inspections in accordance with the procedures set out in contract documentation, identifying and proactively seeking a remedy by making all parties aware of outstanding works, responsibility and timescales for completion.
- To carry out building handover inspections ensuring the handover procedures are followed and handover packs are properly completed and issued to all relevant parties.
- To attend defect liability inspections ensuring all items are dealt with satisfactorily, clear timescales are agreed for any outstanding works to be completed, making all parties aware of the defects outstanding, how and who they are to be actioned by accordingly.
- To liaise with the appointed Employer's Agent to ensure the End of Defects Certificate are issued to all parties.
- You will be required to offer professional advice across multi-disciplinary teams relating to matters within the remit of the post and support with the resolution of complex defects, building quality issues, and customer cases.
- You will work proactively and collaboratively with contractors and consultants to create strong relationships, ensuring excellent communication is maintained between all parties and clear information is issued accordingly.
- To proactively provide information that may be required to comply with grant funding requirements or for scheme auditing purposes.

- 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 implement solutions which allow believe housing to deliver homes and services in a more innovative way; creating a high-performing culture that relishes challenge, grasps opportunities for improvement and maximises potential.

General

- Managing health and safety issues in your area of responsibility in line with the relevant section(s) of the relevant Health and Safety Policy
- Complying with business confidentiality and information security policies, in line with GDPR and relevant legislation
- Live believe housing's values and behaviours, doing the right thing for our customers, our business, and our people
- To deliver financially viable and economically effective services, seeking to gain maximum benefit from the use of resources and increasing social value.
- 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.

PERSON SPECIFICATION

Essential and Desirable Criteria	Method of Assessment
Qualifications	
Essential • Educated to level 3 or equivalent in construction or another building related discipline and/or relevant extensive experience in a similar role. *Desirable* • Educated to level 4 in a construction related qualification. • A member of either the RICS or CIOB • Evidence of ongoing professional development.	• Application Form • Pre-employment checks
Experience	
Essential • Able to demonstrate significant experience of undertaking site inspections and/or surveying, working with a cross section of teams and partners and delivering high performance within your area of operation. • Able to demonstrate an in depth understanding of new build development processes, with a sound technical understanding of building technology, Building Regulations and other construction standards. • Experience in working with a variety of stakeholders, including contractors and/or developers, to develop and agree solutions and transform ideas into actions. • Customer focused approach in all aspects. *Desirable* • Experience in reviewing, and ability to understand, detailed construction designs and specification across a range of different house types, tenures and construction methods. • Experience of managing project risks	• Application Form • Interview
Knowledge	
Essential • Construction and technical knowledge sufficient to provide high-quality technical expertise. *Desirable* • Detailed knowledge of Building Regulations, CDM Regulations and construction-related legislation.	• Application Form • Interview

Skills	
Essential • Ability to prioritise workloads to achieve targets within agreed costs and deadlines, engaging and challenging stakeholders where required. • Excellent interpersonal skills, including listening, relationship management and emotional intelligence. • Excellent problem-solving skills, with the ability to analyse problems, identify solutions and present these to construction teams. • Ability to communicate effectively with external stakeholders, customers and colleagues. • Excellent written communication skills, with the ability to clearly explain construction information, progress updates and performance information through written reports. • Ability to apply construction and technical expertise to deliver high-quality outcomes. *Desirable* • Ability to apply value engineering to processes to maximise value for money. • Ability to manage health and safety at project level, demonstrated through previous accountability.	• Application Form • Interview
Other requirements	
Essential • Full UK driving licence and ability to travel as required for the role.	• Application Form • Interview
Behaviours	
• **Care about the basics** – you make responsible choices and protect our reputation. • **Work well together** – you are respectful, listen actively and proactively share information. • **Achieve great results** – you set yourself high standards, consistently perform, and respond appropriately to feedback. • **Keep improving** – you identify new ways of working, adapt to change and never stop learning. • **Be at our best** – you are reliable and authentic, act with good intention, and understand your impact. • **Make a positive difference** – you contribute and actively volunteer your skills and knowledge.	• Interview