

Job Description

Senior Project Surveyor



Directorate:	Asset, Housing Needs and Estates Management
Team:	Planned and Cyclical
Role Type:	Flexible
Reports to:	Planned and Cyclical Services Manager
Responsible for:	Stock Condition Surveyors x 2, Project Surveyors (Planned Works) x 1
Job purpose:	
<p>Deliver planned, cyclical and service programs of work reporting on performance, budgetary spend, project management and ensuring compliance with policies, procedures, standing orders, planning/building regulations and health and safety compliance. Provide effective line management and coaching support to the surveyors to ensure deliverables are met to agreed standards in line with the service plan and CKH objectives.</p>	
Core responsibilities:	
<ul style="list-style-type: none"> • Responsible for the day-to-day line management of the planned works and stock condition surveyors (3 incumbents in total) to ensure works are delivered on time and to excellent standards. Provide relevant coaching and support to team members as required. • To provide leadership, direction and vision to the Planned Works Surveyors and Stock Condition Surveyors with the emphasis on high quality, value for money and tenant satisfaction in line with established CKH policies and procedures. • To provide support and work closely with the Planned and Cyclical Services Manager to contribute to the delivery of the programme for Planned Works and Stock Condition Surveys. • Assist the Planned and Cyclical Services Manager with monthly performance management reports ensuring they are accurate and any regulatory or health and safety obligations are met. Provide any relevant recommendations and insight for consideration for continuous improvement of the service. • Procure and manage major works, service, and cyclical contracts from inception to completion in accordance with current legislation, including managing health and safety (CDM) and ensuring compliance with regulatory controls. 	

- Undertake surveys, produce specifications, defects analysis, drawings, tender documentation and feasibility studies/technical reports.
- Build and manage internal and external relationships across the business and with stakeholders that enhances reputation. Delivering a professional service whilst keeping both internal and external customers fully informed and doing what we say we will do within the timescales agreed
- Ensure financial controls and costs for each contract are undertaken, ensuring appropriate costs are agreed with the contractor and value for money is achieved. Ensure CKH Standing Orders & Financial Regulations are adhered to and reported. Ensure all appropriate records for projects are kept, and present payments/valuations for the contractor to the project manager for payment, ensuring these are both accurate and reflect the works undertaken.
- Undertake monthly valuations and provide monthly accrual for projects to Service manager and other stakeholders.
- Performance management of the contractor delivering the servicing, testing, repairing and planned works projects/contracts. Monitor contractors to ensure delivery of the programme according to set timescales, analysing data and reporting on performance against an agreed suite of key performance indicators on a monthly basis. Monitor and report on compliance and performance of the fire risk assessments and water/electrical/gas/lifts testing programmes.
- Record, monitor and manage remedial actions identified from cyclical testing programmes, ensuring completion of works.
- Working closely with our planning team, informing future planned works programmes by identifying equipment or remedial works requiring renewal, and undertake contract administration to ensure properties and work items are added to/omitted from the programme as required. Includes assisting with annual estimating and programming of work.
- Ensure Health and Safety (CDM) compliance for all projects are undertaken and that we discharge our duty in line with all relevant legislation.
- Be responsible for the effective and efficient implementation and execution of contract policy and strategies for Cross Keys Homes in accordance with Standing Orders, good building and contract management practice.
- Carry out pre and post works inspections and manage quality and performance with the contractor and report monthly.

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- Manage and analyse complex data and reconcile this to produce written information reports on performance when required

Key relationships:

- Planned and Cyclical Services Manager
- Surveyors within other teams for delivery of work
- Tenants and leaseholders
- Peterborough City Council planning and building control
- Partnering contractor – Mears - Operations Manager and Branch Manager/QS
- Neighbourhoods team
- Leasehold & Shared Ownership team
- Finance department – Management Accountant and Executive Director of Finance
- Assistant Director – Assets and Estates
- Director of Asset, Housing Needs & Estate Management
- Works closely with other managers within Asset Management to deliver services
- Communities team
- HR

Dimensions:

- Responsible for ensuring technical compliance is met for planning and building regulations and other regulatory compliance as a landlord.
- Responsible for monthly reporting and submission of detailed financial and contractual performance to various stakeholders.
- Responsible for making decisions both technically and financially on projects
- Instructing contractors on works which may have a financial impact.
- Give technical advice as and when required.
- Accountability for managing works costs and ensuring value for money on individual budgets.
- Has responsibility for authorisation and placing orders up to £10,000 and validation of works to £750,000

Additional information:

- Post requires an Enhanced Disclosure and Barring Service check
- Requires travel to varying sites and working at height (scaffold) along with lone working.

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No job description can cover every issue which may arise and the post holder is expected to carry out other duties as required from time to time.

Person specification

Requirements	Essential Criteria	Desirable Criteria
<p>Knowledge and experience</p> <p><i>Describe the knowledge and experience required to do the job. Is there particular knowledge required e.g. of particular regulations and procedures? What relevant experience is required?</i></p>	<ul style="list-style-type: none"> • Project management experience (inception to completion) undertaken in building or associated works programmes, including contract administration. • Knowledge of construction technology, in the context of domestic properties. • Experience in diagnosing building repairs/defects and recommending appropriate technical solutions. • A working knowledge and understanding of Health and Safety at Work including the CDM Regulations. • Demonstrate a knowledge and understanding of the following:- <ul style="list-style-type: none"> ○ Current Building Regs. 	<ul style="list-style-type: none"> • Experience of construction project design. • Experience of producing Health & Safety Plans. • Experience of appointing and supervision of consultants. • Experience of procurement via the EU procurement processes. • Experience of working with and using JCT contracts and Partnering using PPC2000. • Experience of working in a customer focused

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	<ul style="list-style-type: none"> ○ Planning Regulations ○ Party Wall Act ○ CDM Regulations ○ Fire Regulations ○ COSHH ○ Service contracts <ul style="list-style-type: none"> • Experience of managing the tender process on construction projects, including preparation of documentation and the procurement process. • Good working knowledge of standard I.T. packages including MS Word, Excel, Outlook. • Experience of dealing with members of the public in an effective manner, and providing high levels of customer care. • Proven experience in managing budgets and financial controls. • Experience of managing a multi- disciplined project team • Experience in producing statistical monitoring data of performance against defined K.P.I's • Experience of performance management. 	housing environment.
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<p>Skills and abilities</p> <p><i>Describe the skills and abilities required to do the job effectively</i></p>	<ul style="list-style-type: none"> • The ability to communicate information both verbally and in writing, including letters, reports, spreadsheets etc., and ability to deliver complex reports to a non-technical audience. • Ability to lead on projects • Ability to manage and resolve customer issues effectively. • The ability to work with confidential and sensitive information at work. • Ability to process information and provide statistical reports using Excel and Microsoft Project, to produce graphs, reports, spreadsheets etc. • Ability to manage budgets and control spend on projects, and report accordingly. • Ability to produce specifications of work and obtain quotations/estimates. • Ability to conduct site visits and snagging meetings, and ability to report on works performance and quality. • Ability and confidence to manage contractors on-site, 	<ul style="list-style-type: none"> • Experience of managing service contracts. • Database reporting skills gained in an asset management database or similar software. • Ability to complete building surveys, prepare CAD plans, produce cost reports and feasibility studies. • Knowledge of using in-house property management software. • A working knowledge of managing M&E and cyclical contracts, with a good understanding of Gas Safety Regulations and 18th Edition of the
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	<p>and make necessary decisions as required to deliver works.</p> <ul style="list-style-type: none"> • Ability to manage and support a surveying team • Ability to motivate a team and previous management responsibility 	Electrical Regulations.
<p>Personal behaviours and style</p> <p>We look for people who are committed to and demonstrate our core values of:</p> <ul style="list-style-type: none"> • Action: Getting things done while being accountable. <i>Delivering on objectives and taking responsibility for the service. A positive attitude.</i> • Commitment: Putting customers first. <i>Being customer focussed; delivering excellent services to external and internal customers. Adopting a flexible approach.</i> • Excellence: Always striving to be the best. <i>Continuously reviewing the service and improving efficiency. Exceeding our targets and improving standards.</i> • Integrity: Honest and open in everything we do. <i>Maintaining our code of conduct and acting professionally at all times</i> • Teamwork: Working together to deliver. <i>Building and maintaining excellent working relationships with internal managers/teams and external stakeholders; ensuring our corporate objectives are met.</i> 		
<p>Qualifications</p> <p><i>Please state the level of education and professional qualifications and/or specific occupational training required</i></p>	<ul style="list-style-type: none"> • Minimum of HNC in Building Studies or equivalent construction-related qualification, OR demonstrate this through relevant professional experience. 	<ul style="list-style-type: none"> • Degree-level qualification in building studies or equivalent construction-related field. • IOSH qualification • Prince 2 qualification or similar.

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		<ul style="list-style-type: none"> Leadership and Management qualification e.g. ILM
Additional requirements <i>Detail any additional requirements for the role e.g. able to work shift patterns including bank holiday nights and weekends,</i> <i>Must hold full current UK driving license</i> <i>Etc.</i>	Clean driving licence and use of an appropriate vehicle for business use <ul style="list-style-type: none"> Flexibility to work evenings, weekends (unsociable hours) if required. The ability to respond to emergency situations / callouts (within office hours). 	
Document control:		
JD authorised by (Director):	Stuart Fort	Date: 10 February 2023

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