



Job description

Job Title: Senior Surveyor- planned works

Responsible to: Regional Property Services Manager

Purpose of the post: Technical management of major and cyclical works projects ensuring effective procurement, delivery, technical compliance and project governance. Ensure that all health and safety risks are evaluated and effectively controlled in accordance with the CDM regulations. Ensure effective consultation with residents and in accordance with leasehold legislation.

Key areas of responsibility:

Project Delivery

- Prepare specifications, schedules of works, drawings, material and workmanship sections and contract documents for tendering or pricing by contractors to meet Hastoe's planned maintenance and major works programmes.
- Prepare project programmes including key milestone dates from inception, agreement of the client brief, to final competition using ActiveH data.
- Prepare cost/spend forecast for each project. Track and monitor performance of its supply change, delivery of a project to agreed timescales, within budget and to the stated high standard using Hastoe's approved systems.
- Take the lead as Project Manager and Contract Administrator for each project.
- Process invoices and payments in a timely manner, applying appropriate checks on quantities and values with the supplier, consultant or other department to ensure that proper payment is made, resolving any disputes or queries promptly.

- Perform regular checks and inspections as necessary to ensure that on-site delivery is to standard and meets the organisation's requirements.
- Plan and complete stock condition inspections to provide high levels of data quality, enabling effective asset management planning, performance monitoring and improvement of the supply chain to meet resident satisfaction.
- Deal with legal disrepair cases in accordance with the Civil Procedure Rules.
- Give advice in the event of out of hours emergencies that require management input.
- Work in partnership with colleagues in responsive repairs picking up repair works, post inspections and satisfaction surveys where required.

Technical Expertise

- Actively contribute to the development of key strategies such as Resident Involvement, Customer First, and Asset Management Strategy.
- Be a first point of contact in Hastoe providing assistance, expert advice and solutions with technical issues in Asset Management.
- Provide professional advice externally on behalf of Hastoe including: Litigation, Expert Witness, Party Wall and advising on boundary disputes.
- Modify and maintain specifications and working methods to achieve year on year improvements in sustainability, energy efficiency and environmental impact.

Relationship Management

- Develop and maintain effective relationships with suppliers.
- Actively involve residents in project planning and delivery such as, specifications, procuring new services, quality control and other service enhancements.
- Tailor services provided to residents, meeting defined standards and achieving the objectives of the corporate plan working with other departments such as development, finance, IT, human resources and housing management, as well as external consultants.

- Meet legislative and local consultation requirements in providing accurate estimates and recovering charges, working closely with finance, housing staff and consultants.
- Attend evening and weekend meetings as required.
- Be flexible in approach and able to meet the exigencies of the service

Reporting

- Deputise for the Property Services Manager in their absence or as otherwise required.
- Prepare reports as required for senior management, Executive Team, Board and Sub Committees.

Policies and Procedures

- Adhere to departmental and corporate procedures, standing orders, financial regulations, industry best practice, EU compliant tendering procedures, and other landlord and tenant legislation such as Section 20, for the procurement of works.
- Respond to complaints using the relevant policies and procedures, ensuring that complaints are used as an opportunity to consolidate and integrate learning into continuous improvement of the service.
- Maintain project files and documentation in accordance with data protection principles, best practice, and industry accredited standards.

Organisational

- Act at all times within Hastoe Group's rules, policies, procedures, standing orders and financial regulations.
- Support the development and implementation of the Greening Hastoe policy and strategy to support environmental responsibility.
- Uphold the Group's values, policies and practices in respect of equality, diversity and inclusion, and act as a champion for these in all dealings with colleagues, customers, partners and other stakeholders.
- Understand and comply with the organisation's health and safety policies and practices and ensure that these are administered in area of responsibility.

- Comply with and support the organisation's Anti Fraud and Anti Money Laundering Policies.
- Participate in agreed training in all areas of the organisation's work, including e-learning and attendance at internal and external courses.
- Carry out other duties as may be reasonably assigned from time to time, such duties to be compatible with the level of this job description.

*This job description is an accurate reflection of the duties of the post at the time of writing but will be changed from time to time to meet the changing requirements of the Association.



Person specification

Attributes	Essential	Desirable
Education and Training	<ul style="list-style-type: none"> • HNC, HND or Degree level qualification in a building construction related subject, including Section 20 of the Landlord and Tenant Act • MRICS, MCIQB, RIBA or equivalent experience • Minimum 5 year post qualification experience or equivalent 	
Skills and Experience	<ul style="list-style-type: none"> • Good knowledge of health and safety legislation including CDM • Proven successful project management and contract administration of planned, cyclical and major repair projects • Experience of managing works using term contracts • Basic understanding of building pathology and ability to diagnose building related defects • Good report and specification writing. Experience of ISO9000 accreditation 	<ul style="list-style-type: none"> • NEBOSH or APS registration qualification • CSCS card • Management of repairs under term partnering arrangements • Experienced estimator or quantity surveyor
Personal Attributes	<ul style="list-style-type: none"> • IT competency in MS Excel and Word to intermediate level • Competent in using housing and property 	<ul style="list-style-type: none"> • Knowledge of stock condition data bases • Ability to produce quality reports and

	<p>management software systems</p> <ul style="list-style-type: none"> • High standard of numeracy • Good negotiation and people management, • Ability to plan, coordinate and procure a major or cyclical works project. • Ability to estimate and value projects using schedules of rates or proprietary pricing indices • Be commercially astute, socially aware and committed to excellent customer service • Commitment to environmental sustainability 	financial statements
Personal Attributes	<ul style="list-style-type: none"> • Ability to set and achieve high standards • Self-motivated and resilient under pressure 	
Personal Circumstances	<ul style="list-style-type: none"> • In possession of full and valid UK driving licence • Have use of own vehicle 	