



Job description

Job title: Senior Planned Works Surveyor

Responsible to: Planned Works Manager

Responsible for: Planned Works Surveyors

Purpose of the post:

- To line manage Planned Works Surveyors.
- To oversee the technical management of major and cyclical works projects ensuring effective procurement, delivery, technical compliance and project governance.
- To ensure that all health and safety risks are evaluated and effectively controlled in accordance with the CDM regulations.
- To ensure effective consultation with residents, in accordance with leasehold legislation.

Key areas of responsibility:

Project Delivery

1. 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.
2. Prepare project programmes including key milestone dates from inception, agreement of the client brief, to final completion using ActiveH data.
3. Prepare cost/spend forecast for each project. Track and monitor performance of its supply chain, delivery of a project to agreed timescales, within budget and to the stated high standard using Hastoe's approved systems.
4. Take the lead as Project Manager and Contract Administrator for each project.
5. 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.



6. Perform regular checks and inspections as necessary to ensure that on-site delivery is to standard and meets Hastoe's requirements.
7. 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.
8. Give advice in the event of out-of-hours emergencies that require management input.
9. Work in partnership with colleagues in responsive repairs. picking up repair works, post inspections and satisfaction surveys where required.

Technical Expertise

10. Provide professional advice externally on behalf of Hastoe including: Litigation, Expert Witness, Party Wall and advising on boundary disputes.
11. Modify and maintain specifications and working methods to achieve year-on-year improvements in sustainability, energy efficiency and environmental impact.

Relationship Management

12. Develop and maintain effective relationships with suppliers.
13. Manage a team of Planned Surveyors.
14. Actively involve residents in project planning and delivery such as specifications, procuring new services, quality control and other service enhancements.
15. Tailor services provided to residents, meeting defined standards and achieving the objectives of Hastoe's Business Strategy working with other departments such as Development, Finance, IT, Human Resources and Housing management, as well as external consultants.
16. Meet legislative and local consultation requirements in providing accurate estimates and recovering charges, working closely with finance, housing staff and consultants.
17. Attend evening and weekend meetings as required.
18. Be flexible in approach and able to meet the exigencies of the service.



Reporting

19. Deputise for the Planned Works Manager in their absence or as otherwise required.

Policies and Procedures

20. Adhere to industry best practice, EU compliant tendering procedures, and other landlord and tenant legislation such as Section 20, for the procurement of works.
21. 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.
22. Maintain project files and documentation in accordance with data protection principles, best practice, and industry accredited standards.

Organisational responsibilities:

1. Uphold and be a champion for the Hastoe Group Purpose, Vision and Values.
2. Act at all times within the Hastoe Group's Policies, Procedures, Standing Orders and Financial & System Regulations.
3. Participate in agreed internal and external training and events.
4. Carry out other duties as may be reasonably assigned from time to time.

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 Hastoe.



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, MCIOB, 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.• Good knowledge of building pathology and ability to diagnose building related defects.• Good report and specification writing. Experience of ISO9000 accreditation.• IT competency in MS Excel and Word to intermediate level.• Competent in using housing and property management software systems.• High standard of numeracy.• Ability to plan, coordinate and procure a major or cyclical works project.	<ul style="list-style-type: none">• NEBOSH or APS registration qualification.• Experienced estimator or quantity surveyor.• Experience of working in a housing association.• Ability to produce quality reports and financial statements.• MS Sharepoint and One Drive experience



	<ul style="list-style-type: none">• Ability to estimate and value projects using schedules of rates or proprietary pricing indices.	
Personal Attributes	<ul style="list-style-type: none">• Ability to set and achieve high standards.• Self-motivated and resilient under pressure.• Ability to manage own and colleagues' workloads to meet deadlines.• Ability to work well as a team.• Positive approach to customer service for both internal and external customers.• Good negotiation and people management.• Astute, socially aware and committed to excellent customer service.• Commitment to environmental sustainability.• Good negotiation and people management.• Astute, socially aware and committed to excellent customer service.• Commitment to environmental sustainability.	
Other	<ul style="list-style-type: none">• In possession of full and valid UK driving licence.• Have use of own vehicle.	