



## Job description

**Job Title:** Planned Works Surveyor

**Responsible to:** Senior Planned Works Surveyor

**Purpose of the post:**

- To be responsible for the technical management of major, planned and cyclical works projects, ensuring effective specification, procurement, delivery, legal 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.

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**The key areas of responsibility are:**

Project Delivery

1. Take the lead as Project Manager and Contract Administrator for projects, reporting to the Senior Planned Works Surveyor.
2. Prepare project programmes, including key milestone dates, from inception, agreement of the client brief, to completion using the organisation's ActiveH software.
3. Prepare specifications, schedules of works and contract documents for tendering by contractors to deliver Hastoe's planned, cyclical and major works programmes.
4. Prepare client briefs for work when using external consultants for their delivery and ensure they are effectively managed.
5. Throughout the projects, prepare and regularly update spend forecasts and monitor performance of contractors against agreed standards for time, cost and quality using Hastoe's approved systems.
6. Take and produce minutes and actions at site meetings.
7. Process invoices and payments in a timely manner, taking responsibility for ensuring appropriate checks are made before payment and resolving any disputes or queries promptly.



8. Perform regular checks and inspections as necessary to ensure that on-site delivery is to the required standard, meets Hastoe's expectations and will result in high levels of resident satisfaction.
9. Plan and undertake stock condition inspections to provide high-quality data and assist with effective asset management planning.
10. Act as Clerk of Works on projects as required by the Senior Surveyor.
11. Work in partnership with colleagues in responsive repairs, picking up repair works, post inspections and satisfaction surveys where required.

#### Technical Expertise

12. Provide assistance, advice and solutions where required with technical issues in Asset Management.
13. Research, maintain and improve specifications and working methods to achieve year-on-year improvements in sustainability, energy efficiency and environmental impact.

#### Reporting

14. Deputise for the Senior Planned Works Surveyor in their absence or as otherwise required.
15. Prepare reports as required for senior management, Executive Team, Board and Sub Committees.

#### Policies and Procedures

16. Adhere to industry best practice, public procurement regulations, compliant tendering procedures, and other landlord and tenant legislation such as Section 20, for the procurement of works.
17. Respond to service failures following the relevant policies and procedures, ensuring that complaints are used as an opportunity to consolidate and integrate learning into continuous improvement of the service.
18. Maintain project files and documentation in accordance with data protection principles, best practice, and industry accredited standards.



### **Organisational responsibilities:**

- Uphold and be a champion for the Hastoe Group Purpose, Vision and Values.
- Act at all times within the Hastoe Group's Policies, Procedures, Standing Orders and Financial & System Regulations.
- Participate in agreed internal and external training and events.
- 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
<b>Education and Training</b>	<ul style="list-style-type: none"><li>Qualification such as BTEC, HNC or HND or qualification in a construction related subject.</li></ul>	<ul style="list-style-type: none"><li>Professional qualification such as RICS, RIBA CIOB.</li><li>BSc in Building Surveying.</li></ul>
<b>Skills and Experience</b>	<ul style="list-style-type: none"><li>Previous experience in a construction environment or in a similar role.</li><li>Good knowledge of health and safety legislation including CDM.</li><li>Proven successful project management and contract administration of planned, cyclical and major repair projects.</li><li>Ability to produce financial statements.</li><li>Good knowledge of building pathology and ability to diagnose building-related defects.</li><li>Good report and specification writing.</li><li>IT competency in MS Excel and Word to intermediate level.</li><li>High standard of numeracy.</li><li>Ability to estimate and value projects using schedules of rates or proprietary pricing indices.</li></ul>	<ul style="list-style-type: none"><li>NEBOSH or APS registration qualification.</li><li>Competent in using housing and property management software systems.</li><li>MS Sharepoint and One Drive Experience</li></ul>
<b>Personal Attributes</b>	<ul style="list-style-type: none"><li>Ability to set and achieve high standards.</li><li>Self-motivated, reliable and resilient under pressure.</li><li>Ability to manage own workload and meet deadlines.</li><li>Ability to work well as a team.</li><li>Ability to successfully work remotely on own initiative</li></ul>	



	<ul style="list-style-type: none"><li>• Positive approach to customer service for both internal and external customers.</li><li>• Excellent attention to detail.</li><li>• Be flexible in approach and be able to meet the requirements of the service.</li><li>• Good negotiation and people management, ability to plan, coordinate and procure a major or cyclical works project.</li><li>• Be commercially astute, socially aware and committed to excellent customer service.</li><li>• Commitment to environmental sustainability.</li></ul>	
<b>Other</b>	<ul style="list-style-type: none"><li>• In possession of full and valid UK driving licence.</li><li>• Have use of own vehicle.</li></ul>	