

<b>Job Title:</b> Project Surveyor	<b>Role Profile Number:</b> P/A
<b>Grade: Q</b>	<b>Date Prepared:</b> 20 June 2017
<b>Directorate/Group:</b> Communities and Place Housing Property Service	<b>Reporting to:</b> Investment Manager
<b>Structure Chart attached:</b>	No

**Job Purpose**

The post holder will be responsible for project management, delivery of planned refurbishment and improvement works to Swindon Borough Council’s housing stock. Where necessary, the post holder will assist with the procurement process, in line with agreed policies and budgets. The post holder will also embrace locality working, support local tenant groups, involve residents and work with partners to improve contract delivery.

**Key Accountabilities**

- Plan, manage, monitor and administer the delivery of capital programmes of work or projects in accordance with the contract documentation so that they are delivered within approved budgets using an efficient and effective approach.
- Arrange and chair regular contract monitoring meetings and performance reviews with contractors to manage effective delivery.
- Work with other surveyors and engineers involved in capital repairs and maintenance projects to ensure coordination of design activities and work packages
- Ensure expenditure is managed within the available budget and strictly in accordance with levels of delegated authority and the Council’s Financial Regulations
- Produce detailed programs of works
- Ensure all construction work is carried out in accordance with the latest Health and Safety Legislation and Guidelines, with particular reference to The Construction Design and Management Regulations 2015.
- Monitor and report on contractors’ performance on completing work to contract specifications.
- Monitor the contractors performance to ensure a high level of tenant satisfaction is achieved

- Ensure relevant documentation and certification is completed and computer records are updated to assist with business planning.
- Ensure that statutory notifications and approvals are sort
- Manage and authorise work orders, payment certifications and variations including negotiating schedules of rates, resolve invoice disputes and contractual claims and approving payments for completed works
- Monitor and report on contractors' performance and quality on completion of works
- Provide cover for other surveyors as required
- Answering any correspondence from tenants, leaseholders, tenants representatives, Members of the Council and Members of Parliament with respect to capital and planned maintenance
- Attend public meetings with tenants, leaseholders and building users (on occasion to include out of normal office working hours and weekends), in addition to preparation of and presenting reports and briefings at such meetings
- Where required provide evidence to the Health and Safety Executive, Police and Judiciary in respect of relevant issues including attending Court as a witness on behalf of the Council

### **Supplementary Accountabilities**

- Promote locality working and support tenant and leaseholder groups
- Promote customer care, equality and diversity best practice
- Attend information events and meetings outside normal office working hours and at weekends as and when required
- Chair meetings and represent the Contracts Manager as and when required
- Deputise for other surveyors and engineers to ensure essential service delivery cover is maintained
- Participate in continuous professional development
- Work to agreed performance targets to ensure efficient and effective working practices

#### **NOTE:**

This job description is intended as a general guide to the duties attached to the post and is not an inflexible specification. It may therefore be altered from time to time to reflect the changing needs of the department, always in conjunction with the post holder.

### **Knowledge & Experience**

*Candidates must have substantial knowledge and experience in the following areas of business and will be required to provide evidence of this:*

- 2 years' experience of delivering construction related projects, including contract administration
- Sound knowledge of construction methods
- Understanding of the legal framework relating to disrepair
- Understanding of how to work effectively with non-technical staff, tenants, leaseholders and building

users to deliver a customer focused service including provision for diverse needs

- Experience of using computer applications including Microsoft Word and Excel.
- Knowledge of construction health and safety legislation including the Construction Design and Management regulations
- Knowledge of planning and building regulations
- Knowledge of other relevant legislation and good practice
- Ideally experience of working within social housing

**Qualifications**

- Higher National Certificate or equivalent relevant experience
- Current driving licence

**Decision Making**

- Providing solutions to overcome installation issues on certain programmes of work
- Deciding on most cost effective method for works to be undertaken
- Approving expenditure on works

**Creativity and Innovation**

- Identifying and introducing service improvements
- Flexibility in delivering the service
- Producing communication presentations and articles

<b><u>Job Scope</u></b>	<b>Budget Holder</b>	No
<b>Number and types of jobs managed</b> <ul style="list-style-type: none"> <li>• No direct staff responsibilities</li> <li>• Key accountability for forming and maintaining professional relationship with the supplier partnership for delivery of contracts</li> </ul>	<b>Responsibility</b>	No
<b>Typical tasks supervised/allocated to others</b> <ul style="list-style-type: none"> <li>• None</li> </ul>	<b>Asset Responsibility</b>	Council owned property

**Contacts and Relationships** *(how the role relates to the work of others i.e. officers, groups, committees, general public, members, partner organisations, internal and external contacts of the council)*

- Maintaining good relations with tenants and leaseholders of Council owned property
- Working in a collaborative manner with premises managers of operational Council owned property and tenant and leaseholder representative groups to help solve complex property challenges

- Giving specialist and general property advice to local Councillors and Members of Parliament

**Other Key Features of the role**

- Telephone and face to face dealings with tenants and leaseholders who are complaining about poor service delivery
- Ability to make site visits to inspect building premises throughout the Borough

<b>Employee Signature:</b>	Print Name:
<b>Date:</b>	
<b>Line Managers Signature:</b>	Print Name:
<b>Date:</b>	