

Job Description

Senior Surveyor (Strategic)

RESPONSIBLE TO: Asset Planning Manager

JOB PURPOSE:

- Lead on the development of the Strategic Asset Management approach which includes the delivery of a number of Asset Management projects required to shape and guide the Investment Programme and promote greater interdepartmental working within Homes.
- Ensure the smooth delivery of the investment programme in terms of time, cost and quality and ensure that they represent value for money and fulfil customer expectations. Completing regular on site audits to maintain the quality of work in progress, monitor the health and safety compliance of contractors and assist with cost control.

'WHAT' – you do!

- Work with the Asset Planning Manager and Head of Asset & Compliance to develop the Trust's strategic approach to Asset Management, which includes the delivery of projects on Stock Condition Surveys, Investment Planning and Asset Performance Evaluation, and ongoing engagement and analysis of markets to ensure that the Trust's Asset portfolio is managed effectively, while developing the Trust's approach to Strategic Asset Management.
- Management and delivery of programmes of planned investment works and improvement projects to ensure Trust assets are maintained and improved to exceed decent homes standard and provide sustainable, affordable homes for customers. This includes preparing specifications and service standards for planned investment works and improvement projects via the use of external frameworks and traditional procurement. Agree the contractors programme of work/delivery plan, monitor progress of the works against the agreed plan and ensuring performance targets are met.
- Ensure that all work is carried out in accordance with Health and Safety legislation Codes of Practice including CDM and relevant quality procedures.
- Monitor customer satisfaction for projects and act upon any dissatisfaction to ensure a high quality service is delivered.
- Mentor and manage the development of the Apprentice Surveyor
- Monitor the contract budget, agreeing variations and authorising valuations. Carry out post inspections of completed works to identify any defects which require remedial action and certify handovers for completed works which are free from defects.

'HOW' – you do it!

We deliver the above by displaying the following behaviours:

- Treating everyone with respect, being courteous and sincere giving accurate and honest feedback to your team members and members of other teams.
- Be a full Corporate Member of a relevant Professional body, or be able to demonstrate you are actively working towards Chartered status.
- Undertake CPD and share new skills and knowledge with the team.
- Prepare the service for growth by actively looking for ways to improve the services and promoting change in an enthusiastic and positive way.
- Taking responsibility, making decisions and having a positive attitude and approach to work
- Meet promises given to customers to deliver high performance

- Actively listen to customers in order to manage their expectations effectively

No job description can cover every task which may arise within the post. The post holder will be expected to carry out other duties from time to time which are broadly consistent with those in this document.

Person Specification

	ESSENTIAL/DESIRABLE	ASSESSMENT
Behaviour - HOW		
Transparent with your colleagues and peers	E	I/A
Restless in your approach to finding better ways	E	I/A
Upfront and honest	E	I/A
Skilled - continually improving	E	I/A
Together – championing a “one team” ethos	E	I/A
Experience – WHAT		
Construction related degree or HND, or equivalent in a construction based discipline	D	A/C
Project Management qualification	E	A/C
Experience within a construction, maintenance or social housing environment	E	A/I
Experience in the quality inspection and audit	E	A/I
Ability to assist in the development of specifications that support the co-ordinated asset management strategy	E	A/I
Experience in the management of contractors	E	A/I
A good operational knowledge of health and safety specifically in relation to the building industry.	E	A/I
Skills/Abilities/Competence – WHAT		
I.T. Skills.	E	I/A
Planning & Organising Skills	E	I
Problem Solving Skills.	E	I
Ability to analyse data and produce reports.	E	I/A/S
Effective oral & written communication skills.	E	I/S
Ability to work with minimum supervision and to use initiative	E	I/A/S
Excellent Interpersonal skills	E	I/S
Numerate	E	I/S
Full Driving License and use of own vehicle	E	A

METHOD OF ASSESSMENT

- A Application form
- I Interview
- S Skills Test
- C Production of Certificates