

## ROLE PROFILE

|                   |                             |                    |                   |               |
|-------------------|-----------------------------|--------------------|-------------------|---------------|
| <b>Job Title:</b> | <b>Reports to:</b>          | <b>Department:</b> | <b>Team:</b>      | <b>Grade:</b> |
| Project Surveyor  | Property Investment Manager | Asset Management   | Property Services | F             |

|  |  |
|--|--|
| <p><b>Job Purpose:</b></p> <p>Responsible for all aspects of the site management of project management services, monitoring and inspecting construction work, record progress, carry out handover procedures, and ensure compliance with contract documents, construction regulations and best practice. Review pre-contract design documentation and undertake stock validation and option appraisal surveys.</p> | <p><b>Competencies:</b></p> <ul style="list-style-type: none"> <li>• Passion</li> <li>• Pride</li> <li>• Creativity</li> <li>• Accountability</li> </ul> |
|--|--|

### **Key Responsibilities:**

- 1.** Contribute to the delivery of the Asset Management Strategy and regional investment plans supporting to the improvement of stock Net Present Value, Neighbourhood Plans and stock/option appraisal of properties.
- 2.** Participate in the review of pre-contract documentation, attend pre-contract meetings and highlight future risks.
- 3.** Prepare Project Quality Plans and ensure that quality feedback is incorporated into the project management process.
- 4.** Delivery
- 5.** Undertake regular site visits and attend site meetings to ensure statutory obligations/regulatory undertakings are met.
- 6.** Continuously monitor work on site in accordance with Contractors Method Statements and the Construction Health and Safety Plan.
- 7.** Maintain and issue regular site progress reports including contract variation instructions, quality and compliance inspections, handover progress and Health & Safety assessments.
- 8.** Prepare and attend snagging inspections and advise Project Managers and Consultants prior issuing Certificates of Completion, prepare schedules of defects and ensure they are rectified prior to expiration of defects.
- 9.** Undertaking building surveys, inspections, defect diagnostics and make recommendations on the amendment of design documents.
- 10.** Ensure comprehensive timely information of completions and assets risks, undertake stock condition and validation inspections ensuring outcomes are accurately recorded on YHG's systems.
- 11.** Effectively manage site risks including CDM, identify and report any issues/breaches in relation to Health & Safety, and to actively promote a safe working environment for all.
- 12.** Undertake additional duties appropriate to the role and/or grade.

|                   | Essential   | Desirable  |
|-------------------|---|--|
| <b>Knowledge</b>  | <ul style="list-style-type: none"> <li>• Strong knowledge of building legislation, CDM and maintenance management best practice.</li> <li>• Good understanding and management of compliance, Health and Safety and risk</li> </ul>  | <ul style="list-style-type: none"> <li>• Commercial management experience and understanding construction contracts.</li> </ul>   |
| <b>Skills</b>     | <ul style="list-style-type: none"> <li>• Able to prepare and write progress reports.</li> <li>• Ability to accurately read construction documents, drawings and specifications.</li> <li>• Strong interpersonal communication skills.</li> <li>• Good IT skills.</li> <li>• Ability to solve problems – to be flexible and adaptable and able to respond to situations creatively.</li> </ul> | <ul style="list-style-type: none"> <li>• Proven planning, co-ordinating and organisational skills.</li> </ul>  |
| <b>Experience</b> | <ul style="list-style-type: none"> <li>• Experience/knowledge of building pathology, quality control process and methods of construction.</li> </ul>  | <ul style="list-style-type: none"> <li>• Experience of supporting the delivery of investment programmes.</li> <li>• Experience of analysing management information to identify improvements required.</li> </ul> |

|  | Essential  | Desirable   |
|--|--|---|
| Qualifications/Education   | <ul style="list-style-type: none"><li>Educated to A Level standard or level 4 qualification (HNC/NVQ4) equivalent and/or relevant technical qualification or experience.</li></ul> | <ul style="list-style-type: none"><li>Professional qualification in a property/building related specialism MCIOB (Member Chartered Institute of Builders), MRICS, (Member Royal Institute of Chartered Surveyors) MICE (Member Institute of Civil Engineers) etc. or equivalent qualification/experience.</li><li>Recognised Health &amp; Safety qualification.</li><li>Relevant technical qualification (or working towards) e.g. RICS or CIOB accredited HND or degree level qualification;</li></ul> |
| People Management Responsibility?  | No line management responsibility  |   |
| Budgetary Responsibility?  | No budgetary responsibility  |   |
| Key Relationships (internal/external)  | Working with a wide range of partners and stakeholders   |   |
| <b>Safeguarding of Children Young people and Vulnerable Adults</b><br>Your Housing Group is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff to share this commitment.<br><br>As a Your Housing Group employee, it is your responsibility to attend safeguarding training in accordance with YHG safeguarding training strategy and to be aware of and work in accordance with the YHG safeguarding policies and procedures and to raise any concerns relating to such procedures which may be noted during the course of duty. |  |   |

|  |
|--|
| <b>Key Role Performance Indicators</b> |
|--|

- |  |
|--|
| <ol style="list-style-type: none"><li>1. Site Control – Ensure a minimum of 10% of handovers are inspected prior to practical completion.</li><li>2. Cost Estimating &amp; Control - Ensure all allocated Investment Programme Project variations are in line with the contract requirements.</li><li>3. Predictability – Ensure that all completed site works are completed within 5% of original programme requirements.</li><li>4. Risk Management – Ensure all project are 100% compliant, i.e. CDM regulations, Building Control, Planning, Fire Regulations, Financial Standing Orders etc.</li><li>5. Stakeholder Management - Deliver all allocated Investment Programme Projects with a customer satisfaction score of 95% or better.</li></ol> |
|--|

|   |                   |
|---|-------------------|
| <b>Date Role Profile Created/Updated:</b> | <b>April 2020</b> |
|---|-------------------|