L&Q Group

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| **Role title** | Building Surveyor – | | | | | | | **Date** | | Aug 18 | |
| **Reports to Title** | Senior Building Surveyor | | | | | | | **Version** | | 1 | |
| **DBS Disclosure Required:** | **Yes** |  | **No** | **No** | **Standard** |  | **Enhanced** |  | **Enhanced +** | |  |
| **Responsibility for End Results** | | | | | | | | | | | |
| Purpose To manage Building Surveying projects for the Trust’s Major Works – High Value Projects Team. The High Value Projects Team has been created to assist the Trust’s response projects passed on from Direct Maintenance and other areas of the business that reflects reputational, financial or legal impact onto the Trust. | | | | | | | | | | | |
| **Key Responsibilities / Deliverables:** | | | | | | | | | | | |
| **Main Accountabilities:** List the major activities or functions necessary to achieve the job’s end results. The percentage of time spent on each of these should add up to 100%. | | | | | | | | | | | ***Time***  ***(%)*** |
| To manage larger and more complicated matters which by their nature are not suitable to be managed by the Trusts Direct Maintenance Team. For example, complex building defects, party wall awards, large insurance related projects, detailed technical inspections, dangerous structure notices, boundary disputes, latent defects claims, NHBC claims, home improvement applications, contractor management, CDM Management and large estate improvement projects. | | | | | | | | | | | 30% |
| To manage the procurement of works in accordance with the Trusts policies and procedures. | | | | | | | | | | | 10% |
| To ensure that all of the services delivered achieve a high level of customer satisfaction. | | | | | | | | | | | 10% |
| Ensure delivery of the Trust’s objectives by working collaboratively with all Trust teams specifically Housing Services, Direct Maintenance, Technical Services Teams, Leasehold Management, Revenue, Service Charge Team, Supported living, L&Q Direct, Caretakers and Development | | | | | | | | | | | 10% |
| Develop and influence relationships with key external stakeholders and partners specifically, Local Authority Partners, Maintenance Policy Group, Neighbourhood committees, Contractors, Loss Adjusters, Consultant/Engineers. | | | | | | | | | | | 10% |
| Ensure that through the work of the Surveying Team, all policies, procedures and standing orders are complied with. That we have a system in place for monitoring ongoing works, quality and value for money. To manage the surveying services budget and to provide detailed cost information on all projects. | | | | | | | | | | | 10% |
| Ensure compliance in respect of governance and adherence to relevant statutory and regulatory provisions around service delivery, ensuring cost effectiveness and avoidance of fraud. To ensure that contract terms and promised deliverables are adhered to. | | | | | | | | | | | 10% |
| To prepare reports and maintain the necessary relevant records and systems providing accurate reports on the service, complaints, staff and contractor performance. Manage risks associated with the role, specifically around budget utilisation for multiple projects, ensuring a consistent approach and quality of service. To monitor and prevent Fraud, service delivery, lone working, health and safety and contractor performance. | | | | | | | | | | | 10% |

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| **Financial Responsibility:** Enter below any revenue, operating or capital budgets for which the role is accountable. | | | | |
| Project defined- £250k- £6m+ | | | | |
| **People Responsibility:**  Indicate below the number of employees for which the role has supervisory / management responsibility. If the number varies, indicate an average or a range. | | | | |
|  | | | ***Direct Reports*** | ***Indirect Reports*** |
| **Total** **Employees** | | | 0 | 0 |
| Please list below any outsourced service providers that are managed by the role (e.g. payroll), or any functional / project management responsibilities. | | | | |
|  | | | | |
| **Technical Knowledge/Skills** | | | |
| List of technical knowledge/ skills required to successfully perform the job role; including professional qualifications | | | |
| * Excellent knowledge of Standard forms of building contracts | * Excellent building surveying skills, in particular relation to building defects, construction forms and fire protection | | |
| * Experience in dealing with building control and planning applications | * Good understanding of contract law and health and safety legislation, with particular reference to CDM | | |
| * Proven experience in managing large scale contracts | * Strong customer focus and utilisation of customer service skills | | |
| * Strong organisation skills with high levels of prioritisation and planning ab | * Ability to analyse, interpret and deliver detailed information including report writing skills | | |
| * Educated to degree level or   Professional qualification of either full MRICS or MCIOB or equivalent | * Experience of monitoring financial budgets including project budgetary control | | |
| * Ability to communicate, influence, negotiate and chair meetings with a variety of stakeholders | * Experience user of Microsoft Office package including advanced Excel | | |
| **L&Q Values** | | | |
| These are our guiding principles. They describe how we deliver our mission and vision through our behaviours and actions. | | | |
| **People** | | | |
| * We care about the happiness and wellbeing of our customers and employees | | | |
| **Passion** | | | |
| * We approach everything with energy, drive, determination and enthusiasm | | | |
| **Inclusion** | | | |
| * We draw strength from our differences and work collaboratively | | | |
| **Responsibility** | | | |
| * We own problems and deliver effective, lasting solutions | | | |
| **Impact** | | | |
| * We measure what we do by the difference we make | | | |
| **Other** | | | |
| * Commit to supporting L&Q’s environmental policy and social mission * I will comply with all L&Q Health and Safety policies and procedures and commit to working towards best practice in the control of health and safety risks | | | |