

POST TITLE	SURVEYOR HOUSING - BUILDING/QUANTITY SURVEYOR
DIRECTORATE	PLACE
SERVICE	HOUSING AND HOMELESSNESS
RESPONSIBLE TO	SURVEYING MANAGER
NUMBER OF POST HOLDERS	32
ACTING UP/ SECONDMENT	NO

PURPOSE OF JOB

Responsible for delivering high quality, effective, efficient and well managed customer-focused services to the highest professional standards to council tenants, homeowners and the wider community, ensuring a thriving, safe, energy efficient, well-maintained and managed, housing sector serving the city's housing needs.

Provide surveying function for Housing and Homelessness Services and also deliver a responsive and efficient service to all clients, maintaining professional standards as they relate to design, specification, procurement and contract management throughout the service's capital and maintenance programmes.

THE WHAT - MAJOR TASKS/JOB ACTIVITIES

- Lead on the delivery of major programmes of construction works to agreed costs, time scales and standards ensuring that the services are aligned with national policy, the city housing strategy, Housing Revenue Account Business Plan and comply with legislation and regulation.
- Deliver effective, customer focused services.
- Provide professional support and assistance to the Surveying Manager and deputise as required.
- Ensure personal and Service objectives are met and that all risks to performance are identified, assessed and reported to Surveying Team Leader.
- Support the relationship and services to tenants and homeowners in particular to those who participate in Council-led investment programmes.
- Provide an effective role when contributing to the continuous improvement of Housing service functions. Actively encourage cultural change, ongoing service improvements and create a climate of excellence in order to meet the objectives of the Service.
- Assist the Surveying Manager by ensuring that performance targets are achieved, and an effective and efficient service is delivered to meet the objectives of the division.
- Support the implementation of policies and procedures comply with all relevant legislation and regulation and ensure that services support the delivery of the Council's city housing strategy. Take lead on all associated key projects taking personal responsibility for their delivery and contribution towards full in year budget spend including taking mitigating action when required.
- Required to provide regular project updates in the form of dashboards.
- Lead on updating all key project information onto Council IT systems.
- Required to take project lead with consultants and design teams on associated projects.
- Required to take forward large and complex procurements through Public Contract Scotland for contract award.
- Must have good project management skills and be able to track and record progress and provide regular updates to stakeholders without being prompted.

THE HOW - KNOWLEDGE AND SKILLS (E.G. CREATIVITY & INNOVATION, CONTACTS & RELATIONSHIPS, DECISION MAKING)

- Set a high standard and be a leader in consistently demonstrating good behaviours.
- Hold a professional qualification such as MRICS or MCIQB. Educated to degree level or equivalent in a relevant professional discipline and have relevant experience in an asset management environment. In exceptional cases this requirement may be satisfied through relevant experience and demonstrated competence.
- Risk management, performance monitoring and control and project management skills (is essential
- Evidence a broad understanding of current issues in local government are essential.
- Ability to perform creatively and innovatively.
- Organise and manage their own workload, ensuring that performance and quality standards are met, including personal objectives set by line manager.
- Bring into the Council annual income through professional fees from communal works with homeowners
- Undertake complex cost / benefit analysis and risk assessments.
- Produce high quality reports and other written work, often working to deadlines.
- Develop and maintain effective relationships with a diverse range of people and organisations, communication with Stakeholders in relation to the delivery of the Capital Investment programme.
- Develop and lead a range of multiagency groups in order to take forward service design and policy development, procedure development to negotiate funding or contribution to initiatives.
- Confidently lead design teams including chairing meetings and recording performance.
- Positively engage with homeowner representative groups and individuals to promote the joint carrying out of works to communal parts of housing blocks. This will require meeting homeowner groups at various on site venues , including evening meetings.
- Represent the Council in dispute resolution construction matters.
- Contribute to the development and review of policy and procedures across the Housing service.
- Required to provide and consider appropriate advice at professional level in operational decision making. Decisions will be made on appropriate guidance to staff and interpretation of legislation policy and strategy and in compliance with relevant statutory duties, financial targets, performance targets, procurement rules, technical standards and financial regulations.
- Responsible for delivering service within budget, on time, to agreed quality and health and safety standards, support budget management, product standards and specifications and contractor performance.
- Support the successful delivery of the capital investment programme, providing compliance with legislation and regulation, health and safety performance and customer satisfaction.
- Required to operate Council systems to update key project information.
- Lead on all aspects of contract management. This included preparing for, chairing and recording monthly contract management meetings, obtaining contractor performance reports, uploading all contract documentation on PCS-T, managing all aspects of contractor under performance including KPIs.
- Required to have in depth knowledge of procurement rules and standing orders and be proficient in the use of Public Contract Scotland.
- Required to have a good understanding of construction environment including construction methods and health and safety/CDM legislation.

ENVIRONMENT (WORK DEMANDS, PHYSICAL DEMANDS, WORKING CONDITIONS, WORK CONTEXT)

- Primarily in an office or meeting environment with on- site attendance required in a building maintenance and live construction environment and within residents' properties. Attendance at evening events may be required. 60%
- May be required to access awkward/cramped areas of buildings when onsite. 5%
- Required to be on construction site at all times in inclement weather with a need to comply with health and safety legislation and contractors' safe systems of work. 35%

SUPERVISION AND MANAGEMENT OF PEOPLE (NUMBERS AND TYPE OF STAFF)

The post holder may line manage up to two Assistant Surveyors or Graduate Apprentices GR6/GR4.

RESOURCES

Responsibility to undertake surveys and audits of several projects, varying in size and complexity, carried out by external contractors, consultants and in house service delivery teams.

Contribute to the setting of annual budget for the overall Capital Investment programme and will be individually responsible for monitoring and approving project spend of between £5m - £20m of this budget.

Support the maximising of grant funding applications and administration to support Council led improvement schemes and affected private owners and landlords (such as EES:ABS).

HEALTH AND SAFETY (DO NOT ALTER THE WORDING OF THIS SECTION)

Protecting the health and safety and welfare of our employees, and our third parties including members of the public, contractors, service users and pupils, is the starting point for a forward-thinking Council.

All employees are responsible for:

- Taking care of their own health and safety and welfare, and that of others who may be affected by their actions or omissions;
- Co-operating with management and following instructions, safe systems and procedures;
- Reporting any hazards, damage or defects immediately to their line manager; and
- Reporting any personal injury and work related ill health, and accident or incident (including 'near misses') immediately to their line manager, and assist with any subsequent investigation, including co-operating fully with the provision of witness statements and any other evidence that may be required.

Line managers have additional responsibilities for ensuring all health and safety risks under their management are identified, assessed and controlled, with specialist input from H&S Advisers and others including Occupational Health where required. Where the risks cannot be adequately controlled the activity should not proceed.

Additional information can be found in the [Council Health and Safety Policy](#).