

POST TITLE	SURVEYING MANAGER
DIRECTORATE	PLACE
SERVICE	HOUSING AND HOMELESSNESS
RESPONSIBLE TO	LOW RISE & MIXED TENURE AREA BASED INVESTMENT MANAGER, SHARED REPAIRS AND LOW RISE ASSET MANAGEMENT MANAGER, HEAD OF HIGH RISE MANAGEMENT AND INVESTMENT
NUMBER OF POST HOLDERS	6
ACTING UP/ SECONDMENT	NO

#### PURPOSE OF JOB

Manage and lead a team within Capital Investment service, providing a comprehensive service to the highest professional standards in the Council's investment and cyclical maintenance programmes, developing and maintaining professional and legislative standards.

Responsible for delivering excellent team performance and key outcomes including delivery of set targets within set budgets.

Assist the line Manager managing financial and physical resources, to ensure that performance targets are achieved, and an effective and efficient service is delivered to meet the objectives of the Housing and Homelessness Capital Investment team.

#### THE WHAT - MAJOR TASKS/JOB ACTIVITIES

- Provide leadership, management, training, and direction to the Capital Investment teams and other officers as required.
- Support 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 and comply with legislation and regulation.
- Manage and monitor the housing capital and revenue plans, programmes and budgets to ensure both strong financial and performance management.
- Provide professional advice, support and assistance to the line manager, and deputise as required.
- Ensure service objectives are met and that all risks to performance are identified, assessed and managed.
- Manage the relationship and services to homeowners in ex-Council/private properties, who participate in Council-led investment programmes.
- Take a lead and effective role when contributing to the continuous improvement of Housing and Homelessness functions. Actively encourage and promote good behaviours, lead cultural change, ongoing service improvements and create a climate of excellence in order to meet the objectives of the Service.
- Lead and manage all resources to achieve service commitments including inhouse staff members and external partners as required.
- Provide clear and concise performance updates to line manager.

- Lead and manage all aspects of consultant and contractor performance including health and safety, cost management, programme and acceptable quality standards.
- Maintain stakeholder engagement during delivery of major programmes of construction.

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

- Educated to degree level or equivalent in a relevant professional discipline and have relevant experience in an asset management environment. A recognised management/membership qualification is desirable.
- Requires knowledge of managing large and complex budgets, risk management, resource planning, performance monitoring and control, programme and project management skills.
- Required to organise and manage their own workload and coordinate the work of the section, ensuring that resources are used effectively and imaginatively to meet performance and quality standards. Development of bespoke resource management and quality assured systems and the best use of staff through the development of mobile and geographical working.
- Bring into the Council annual income through professional fees from communal works with homeowners and from internal clients to support the Council's revenue budget.
- Realise financial efficiencies in the HRA programme through modelling and developing various forms of bespoke procurement arrangements.
- Develop mixed tenure policies and on-site arrangements that positively engages with private owners to carry out essential joint communal building fabric works with the Council.
- Undertake complex cost / benefit analysis and risk assessments when determining the most appropriate solution when delivering and communicating the asset strategy. Determine financial and management control procedures and innovative solutions.
- Produce high quality reports and other written work, often working to deadlines. This will include reports to SMT/CLT on interpretation of legislation policy and strategy and compliance with relevant statutory duties, financial targets, performance targets, procurement rules, technical standards and financial regulations.
- Use initiative and creativity to identify opportunities for service improvements and/or more efficient ways of working.
- Develop and maintain effective relationships with a diverse range of people and organisations, lead a range of multiagency groups and support negotiations for funding.
- Responsible for all communication with owners, tenants and all other stakeholders in relation to service design and delivery, representing the Council at during legal proceedings in relation to the delivery of the Capital Investment Programme.
- Lead or make significant contribution to the development and review of policy and procedures within their specific remit impacting across the service area.
- Manage all aspects of stock information and take responsibility for ensuring this information is current and up to date on Council property related databases.
- Required to provide good quality advice and guidance to staff.
- Responsible for the management and quality of housing asset management including compliance with statutory duties and legislation, delivering service to budget, on time, and to agreed standards, that will require making decisions on budgets, contingency and resources planning, product standards, contractor, consultancy and staff deployment.

- When appointed as Principal Designer, carry out the duties as prescribed in the current CDM regulations, and ensure the Client is aware and understands their responsibilities, role and obligations under these regulations while ensuring delivery of day to day duties for the project.

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

- Primarily based in an office with some on site activity in all weather and within resident's homes. 5-10% of time.
- Health and safety guidelines with risk assessments should be adhered to when conducting site visits. Operate in accordance with the Council's Lone Working policy.

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

- Responsible for the recruitment, induction, management and professional development of approximately 13 direct reports GR8/GR7 and a wider team 20 members of a professional multi-disciplinary team. Staff will be office and site based as required.

#### **RESOURCES**

The post holder will be responsible for monitoring capital and revenue spend of up to £20m. Responsible for auditing interim valuation payments authorising final accounts from external framework contractors and consultants for capital investment work to the value of £10m. The post holder is responsible to reconcile and sign off all costs incurred up to £20m which are to be recovered from owners and the Council prior to invoicing.

#### **HEALTH AND SAFETY**

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](#).