

JOB DESCRIPTION

Job Title:	Surveying Services Manager
Department:	Property
Section:	Asset Management - Property
Grade:	People Manager
Responsible for:	Building Surveyors, Trainee Surveyor, GIS & Technical Support Officer
Responsible to:	Head of Strategic Asset Management

Purpose of the post:

Working in the Asset Management Team, you will be responsible for a team of building surveyors and supporting staff, ensuring that we remain compliant with Balcony Safety, Fire Risk Assessment remedial actions for the Property Directorate. This role will be responsible for a range of specialist survey and project related works. You will ensure that the production of comprehensive programmes of work are delivered by the Building Surveyors in a timely manner and co-ordination of CDM requirements for all projects. This role will also assist the Asset Investment & Planning Manager with forecasting workload commitments and planning future schemes.

Principal Accountabilities

- To act as a team leader, providing supervision and co-ordination of resources and be the point of contact for progress updates related to planning of projects
- Assist the Asset Investment & Planning Manager in development of a comprehensive affordable Investment Plan for Gentoo that will deliver its Asset Management Strategy.
- To act as Project Lead on a range of projects
- Manage our appointed Principal Designers in terms of CDM requirements (and future amendments) ensuring timely preparation of all pre-construction requirements for investment programmes. Oversee H&S audits on site of the Principal Contractor by our Principal Designer and report back findings for investment programmes.
- Prepare designs, specifications, drawings and contract documents associated with a range of projects, including major housing refurbishment contracts
- Produce Asbestos Strategies to support the range of projects
- Working in conjunction with Gentoo's procurement team prepare all relevant tender documentation and analyse tender submissions.
- Ensure that all statutory obligations are fulfilled including Planning, Building Control and all Health and Safety Legislation
- Undertake and manage diagnostic surveys of property defects to identify solutions, define and quantify the extent of the issue identified, and develop specifications for remedial works
- Assist in the validation of investment requirements and ensure investment is in line with the Asset Management Strategy

- In line with Gentoo Standards, support the development of a comprehensive detailed specification that will ensure the effective delivery of works, including work in conjunction with Compliance and Repairs and Maintenance. This should consider whole life maintenance, and innovative solutions where applicable
- Work in collaboration with the Asset Management and wider Property teams to deliver a customer focused service
- Act as the lead person for our Balcony Structural Compliance and the completion of Fire Risk Assessment Remedial actions within agreed timescales.
- Ensuring we have a comprehensive inventory of our balcony assets, that periodic inspections are undertaken and within timescale, that all remedial actions are logged and rectified and that our Asset Management system remains up to date.
- Provide specialist technical surveying advice across the Asset Department.
- Lead the team to ensure that Fire Risk Assessment remedial actions are completed within timescale for the property directorate with suitable evidence compiled for each completed action.
- Lead on a range of specialist survey and remedial works projects to incorporate; structural works, fire safety works, tower block works, building safety works and any other one off projects.
- Contribute to a comprehensive suite of Policies, Processes and Procedures being in place that are current and reflect all relevant statutory and regulatory requirements and best practice
- Assist with financial planning, budget setting, and budget optimisation
- Work in collaboration with other sections of Asset Management to ensure the required level of recording of completions ensuring the Organisation maintains current and accurate information on its assets
- Work with appropriate teams to plan and manage project asbestos surveys, utility companies liaison and managing specialist surveys e.g. ecology surveys
- Undertake regular CPD (Continuing Personal Development)
- Support the ongoing professional development of staff members whilst encouraging individuals to work with and learn from each other, where possible promote this ethos across your wider area of responsibility

Cultural Values

- Do the right thing.
- Make a difference.
- Work together.
- Keep learning.
- Give all you've got.

Group Responsibilities

The post holder will act as an ambassador for Gentoo Group.

The post holder must at all times comply with the Equality and Diversity policies and adopt the Group's culture of inclusion, fairness and respect. The post holder will be expected to have an understanding of inclusivity in relation to age, disability, ethnicity, gender, gender reassignment, religion and belief and sexual orientation.

The post holder must at all times comply with the Health and Safety policy and procedures and must draw to their manager's attention any unsafe working practice and conditions.

The post holder will comply with the aims and objectives of our Environmental Strategy and draw to management's attention any adverse environmental impacts as well as actively engaging with the Planet Smart philosophy.

The post holder will comply with the Information Security policy and must draw to their manager's attention any security breaches.

The Group places great importance on sustainability and environmental management. It is the responsibility of the post holder to ensure that in their day to day activities they embrace sustainability and minimise the Group's impact on the environment by minimising waste and maximise recycling, saving energy, and travelling smarter in accordance with the Environmental Policy and Planet Smart Charter.

Employee Name:	
Employee Signature:	Date:

This Person Specification lists the essential skills, attributes and experience that are necessary in order to successfully carry out the job. **Please illustrate on your application form how you meet the requirements of the post.**

Skills and Knowledge

- Good interpersonal skills and the ability to work constructively within a team.
- Demonstrable knowledge of building construction, building standards, compliance obligations, planning regulations, regulatory standards and leasehold legislation
- Demonstrable knowledge of the CDM requirements
- Knowledge and ability to carry out the role of Principal Designer in terms of the current CDM Regulations
- Demonstrable experience in the planning and delivery of housing investment and compliance programmes
- Detailed knowledge of construction contracts and their effective selection for appropriate work types to protect Gentoo from risks
- Working knowledge of Forms of Contract and Contract Administration
- Commercial understanding of value for money drivers in construction and successful implementation
- Understanding of Landlord Compliance and servicing contracts and contract administration requirements in this area
- Skilled in variation control and negotiation with contractors to limit the impact of contract costs
- Commercial understanding of value for money drivers in construction
- Knowledge of construction and the repairs associated with all types of domestic dwellings including the refurbishment of older housing
- Knowledge of construction finance and budgets

Attributes

- Ability to promote good practice in Gentoo
- Excellent communication skills (both written and verbal) with a proven ability to influence senior stakeholders and customers
- A demonstrable commitment to customer service
- IT skills particularly experience with Microsoft Word, Excel (2007 & 2010), Asset Management Systems database plus experience in AutoCAD or similar software design systems

Experience

- Previous experience of managing teams of staff and experience of successfully delivering a similar role within a diverse organisation
- Experience managing relationships with internal and external stakeholders
- Experience in the development and implementation of large scale housing investment and compliance programmes including pre-construction H&S information, fire risk assessments and asbestos management
- Experience of managing relationships with customers, internal and external stakeholders
- Experience of leading on preparing design, specification and contract documents for large projects
- Experienced in the evaluation of contract delivery and monitoring unit costs including variation controls
- Experienced in managing and controlling the quality assurance and control of on-going and completed works
- Fully experienced in the management of the planning process to minimise time and costs and drive improvements in efficiency
- Experience of operating at a similar level/role within a diverse organisation
- Experienced in the costing of specialist surveys and HHSRS budgets
- Experience of managing workload to meet defined objectives or targets

Qualifications and Training

- A recognised professional qualification in a property related discipline. MRICS or equal, working towards or considerable demonstrable experience in a Building Surveying role.

Other Requirements

In addition, we would expect that the successful candidate will meet the following requirements. You should make reference to them, however we will not shortlist against these criteria:

- A Full UK Driving License
- Ability to write clear, concise reports
- The post holder will be expected to liaise with colleagues across the Organisation and external agencies