

Building Surveyor Planned Investment Assets

Overview	
Role Purpose	Improving customer's homes to able customers to live independently in their home and improve their Health and well-being. To work in partnership with all departments to achieve the best outcome for the customer.
Responsible for	<ul style="list-style-type: none"> As Building Surveyor your main function will be to support the Project Manager / Senior Project Manager to deliver all aspects of planned works to customers in their homes. Professionally supported by others within NHG you will provide building consultancy services to the client who manage a range of property tenures, primarily residential but including some commercial property. You will deliver surveys, technical specifications, and recommendations using your experience to deliver best value and excellent homes for NHG.
Reports to	Project Manager – Planned Investment
Line management	n/a
Tier	Tier 7
Expectation Level	Colleague
Role relationships	
Internal	<ul style="list-style-type: none"> Manage relationships with colleagues across NHG, who are involved in, or impacted by assets service delivery Manage relationships with senior managers, up to executive director level, in relation to these services. Especially Housing, Leasehold, Care & Support, Finance, Planning other internal delivery methods ie. M&E, Compliance and Building Safety team.
External	<ul style="list-style-type: none"> Manage external parties/contractors involved in the delivery of Asset Management delivery and contracts Manage relationships with Local Authorities across the NHG regions

Role accountabilities
As part of the Central Planned Investment team, build good working relationships with contractors and alongside the PM / SPM and address any contract issues quickly and effectively.
Manage programmes of works within the specified areas to deliver a high quality service, on time and to budget, actively problem solving in order to maximise performance of the contracts.

Role accountabilities
Attend regular contractor meetings as required.
Conduct ground-level surveys, validation surveys, mid-work inspections and handover inspections to properties on the planned works programmes.
Project manage complex works within all aspects of planned works to support the client and develop a good understanding of the profile of the properties in the area, primarily residential but including some commercial property.
Carry out post-inspections to assure completed works were carried out / necessary and have been completed to the required quality standard as specified in the contract.
Prepare scheme designs for planned/ refurbishment projects, with costs, programmes for completion of projects and specification of works.
Prepare robust technical specifications that support the whole life cost cycles within the Stock Investment Plan.
Monitor agreed key performance indicators (KPIs) for both contractors and consultants. Initiate improvement plans when required and review outcome and communicate.
In consultation with your line management and others, prepare inspection schedules to support works contracts and agree how these will be resourced.
Prepare recommendations for interim payments on account to contractors, issue valuation statements and certify payments to be made to contractors in consultation with Quantity Surveyor.
Identify and analyse building defects including costed proposals for repair.
Through the assurance process, ensure the contractor provides value for money against your team's allocated budget.
Prepare planning applications as required for works to existing buildings and respond to planning consultations for neighbouring and adjoining properties.
Advise on construction design, property legislation and building regulations.
Provide high quality technical surveying assessments and/or advice and/or reports on major repairs / defects / latent defects, cyclical maintenance works / FRA / EPCs and any other contracted works.
Ensure the contractors are fully compliant with relevant statutory and regulatory HSE & CDM requirements at all times. Provide advice on HSE & CDM aspects of repairs and maintenance issues if non-compliant.
Support colleagues to develop professionally and achieve professional accreditation through mentoring
Ensure that you use your experience and knowledge to help others in your team, share best practice and ideas and give regular/ recommendations when sought or asked for.
General
At all times follow the financial regulations, policies and procedures at NHG.
To maintain the highest standards of personal and professional integrity and conduct. Ensure that the Codes of Conduct e.g. the National Housing Federation's Code of Conduct, "Integrity at Work", are observed and report any departures from these standards to the Chief Executive.

Role accountabilities

To contribute to the leadership and corporate management of NHH. Contribute to strategies to ensure that NHH continuously improves its products and services alongside improving customer satisfaction - aiming for top quartile performance and satisfaction.

Be responsible for ensuring the work you and your team are involved with is compliant with relevant statutory and regulatory requirements at all times, including that of Health and Safety and within NHH's rules, values, policies, procedures, standing orders and financial regulations.

To promote a culture of openness, innovation, involvement, teamwork and performance, in which staff share a common sense of purpose, are encouraged to use their initiative and creativity and to contribute to service improvement.

To do the job well, we have outlined the knowledge, experience, and skills you need to do the job.

Personal Specification

Professional expertise (know how & experience)

Essential

- Appropriate surveying qualifications / Working towards surveying qualifications / relevant experience within surveying sector.
- Understanding and experience in using Contract documents such as JCT / NEC.
- Knowledge and ability to write detailed technical reports.
- Experience of project management / programme of works
- Knowledge and ability to write technical reports.

Desirable

Skills	
Essential	Desirable
<ul style="list-style-type: none"> Excellent IT skills including Microsoft Office, particularly Word, Outlook and Excel. 	<ul style="list-style-type: none"> FRA assessor trained
Qualifications and/or professional membership	
Essential	Desirable
	<ul style="list-style-type: none"> Member of RICS or CIOB Degree in building surveying or a similar qualification DEA / FRA assessor trained Driving license

NHG Expectations

NHG expectations framework outlines what we expect from our staff at the five different expectation levels we have across the organisation.

This role is a colleague expectation level and therefore you should refer to the colleague expectation profile in addition to this role profile.

The full NHG expectations framework is available on our external job site page and intranet, Milo.

You'll be assessed on the knowledge, experience, skills, and expectations criteria at various stages throughout the selection process.

Safeguarding

Any appointment to this post is conditional upon and subject to:

- Basic certificate (criminal record check) issued by the Disclosure and Barring Service (DBS)