

Folkestone & Hythe District Council Job Description

JOB DETAILS	
Job Title	Major Works Surveyor
Service Area / Team	Housing / Assets & Development
Reports to	Assets & Major Works Senior Specialist
Post Number	
Grade & Annual Salary	Grade F/G – subject to evaluation
Politically Restricted Post	
DBS Requirement	

JOB PURPOSE
<ul style="list-style-type: none"> • To act as the Employers Agent in developing and delivering major works contracts, from inception to settlement of the final account, for the maintenance and improvement of the Councils housing stock. • To ensure best value is obtained through the appropriate specification, procurement and management of contractors and consultants delivering major works projects. • To ensure that all KPIs and targets are met via effective management of contractors and/or internal colleagues. • To exercise expert knowledge in the management of contracts, responding to notices, leading contract meeting, including engagement with tenants and members. • To be responsible for the management of multi million pound budgets. • To play a key role in developing the new housing service.

MAIN DUTIES AND RESPONSIBILITIES	Frequency (this will be added once the service goes live)
Fulfil the role of the Principal Designer in all matters concerning the pre construction phase of a project, The Construction (Design and Management) Regulations 2015. Plan, specify, design procure manage and manage contractors undertaking major works on the Council housing stock,	

Ensure that all works and services are procured in accordance with the Councils standing orders.	
Ensure the conditions of contract are applied correctly and within the appropriate time scales. Maintain contract standards by developing effective time, quality and cost monitoring and management processes, ensuring that restorative pro-active action is implemented at an early stage and report variances as soon as they become known.	
Manage budgets in accordance with agreed procedures, reporting variances as soon as they are known and in any event no later than the valuation of works following the variance occurring.	
Prepare accurate and detailed specifications of works, estimated costs of the works against which will be one of the factors on which the tender will be assessed for VFM.	
Authorise or dispute payment certificates / invoices / valuations to contractors or consultants to accurately reflect the quality / quantity / value of the work carried out.	
Undertake inspections and prepare detailed written reports on findings with recommendations. Undertake stock surveys.	
Ensure works are planned and consulted on with tenants and leaseholders and working with the leasehold officer ensure Section 20 notices are served to ensure maximum recovery of costs from leaseholders.	
Ensure processes are in place that ensure quality control of the works, Ensure that there is an audit trail that demonstrates and records the inspection and approval (or not) of key stages of the works.	
Ensure that Health & Safety is paramount throughout the works safeguarding tenants, staff contractors and members of the public. Ensure the contractors H&S plan is current and kept up to date. Ensure that a log is kept of all accidents and near misses which is reviewed at the monthly contract meetings.	
Ensure all contract documentation, specification, operating manuals, product guarantees are recorded on the appropriate data base <u>before</u> the final certificate is issued. Ensure that during the works appropriate colleagues are aware of the nature of the contract and contact numbers in the case of emergencies.	
Help to prepare the annual and 5 year major works programme.	

Be available in the event of emergency either associated with the housing stock or its tenants or where housing plays an integral part in responding to a larger emergency.	
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CORPORATE RESPONSIBILITIES	
<ul style="list-style-type: none"> Adhere to the council's safeguarding policies and procedures and undertake relevant training in order to help protect children and vulnerable adults within the district. 	
<ul style="list-style-type: none"> To comply with legislation, council policies and procedures including the Data Protection Act, Freedom of Information Act, Information Security Policy, the Code of Conduct for Officers and to participate in any Emergency Planning activities as required. 	
<ul style="list-style-type: none"> To actively demonstrate the values and behaviours of the council. 	
<ul style="list-style-type: none"> To ensure our customers are valued by taking into account their views and needs in all that we do 	
<ul style="list-style-type: none"> To contribute to the development and achievement of relevant corporate and service objectives by suggesting ideas for service improvements. 	
<ul style="list-style-type: none"> To communicate openly and honestly with colleagues, members and customers. 	
<ul style="list-style-type: none"> To undergo any training necessary to be able to fulfil the requirements of the job. 	
<ul style="list-style-type: none"> To carry out other duties commensurate with the grade, skills, experience and qualifications of the post holder as directed and as may be required from time to time. 	

ADDITIONAL INFORMATION	
Responsibility for Staff (direct reports)	n/a
Responsibility for Staff (indirect reports)	n/a

NATURE OF CONTACTS	
Internal	<ul style="list-style-type: none"> Employees Managers & Lead officers Corporate Leadership Team Elected Members
External	<ul style="list-style-type: none"> Tenants & Leaseholders Tenant Representatives

	<ul style="list-style-type: none">• Tenant families / friends• Public• Contractors• Community Safety partners• Social Services
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Folkestone & Hythe District Council Person Specification

Post Title: Major Works Surveyor Specialist

Important Information for Applicants:				
The criteria listed in this person specification are the requirements for the post. Where the method of assessment is stated to be the application form, your application needs to demonstrate clearly and concisely how you meet each of the criteria, even if other methods of assessment are also shown. If you do not address these criteria fully, you may not be shortlisted. Please give specific examples wherever possible.				
Factors	Criteria	Means of Assessment		
		Application	Interview	Test
Qualifications	Essential <ul style="list-style-type: none"> Building or Surveying qualification – HNC, HND or equivalent Evidence of ongoing professional development 	✓ ✓	✓ ✓	
	Desirable <ul style="list-style-type: none"> Professional qualification in a property related discipline, either as a mechanical electrical engineer, chartered surveyor or quantity surveyor Qualifications or industry experience of CDM, Compliance (asbestos, electrical etc), contract management, public contract regulations 2015, risk management & mitigation and s20 of the Landlord & Tenant Act 1985 H&S Qualification 	✓ ✓ ✓	✓ ✓ ✓	
Experience and Knowledge	Essential <ul style="list-style-type: none"> Detailed knowledge and understanding of contracts, contracting relationships, contract management & relationship management Expert knowledge of building technology, fault diagnosis and remedial action. Demonstrable experience as the employers agent managing standard forms of contract to deliver property, maintenance and investment related contracts within a public sector / social housing organisation or similar operating environment Good working knowledge of construction methods, building defects, building maintenance, asset management principles and the delivery of investment programmes 	✓ ✓ ✓ ✓	✓ ✓ ✓ ✓	

	<ul style="list-style-type: none"> ▪ Demonstrable repairs diagnosis experience and the ability to explain clearly to residents, contractors and colleagues specific work task requirements ▪ Experience of managing the performance of contractors to achieve high quality works ▪ Sound understanding of compliance with statutory landlord obligations and associated legislation and their impact upon investment programmes ▪ Detailed knowledge and understanding of contracting relationships, quality standards, construction H&S and relationship management ▪ Broad demonstrable experience of managing a variety of maintenance and service contracts operating within a continuous improvement and value for money context ▪ Demonstrable knowledge of procurement and contract mobilisation procedures. ▪ Broad experience of procuring a variety of investment contracts, effectively managing the performance of service providers and ensuring the requirements of the contract are delivered ▪ Demonstrable experience of delivering effective collaborative team working and building effective relationships with both internal teams and external customers and partners ▪ Experience and ability to work with mobile ICT and standard industry asset and contract data bases. ▪ Experience of operating MS Office software such as Microsoft Word, Excel and Outlook. 	✓	✓	
	Desirable <ul style="list-style-type: none"> ▪ Previous experience of working in local government. 	✓	✓	
Skills and Abilities	Essential <ul style="list-style-type: none"> • Ability to drive and access to a suitable vehicle ▪ Ability to make prompt, clear decisions which may involve tough choices or considered risks and is confident to work under own direction ▪ Ability to produce, analyse and interpret complex information and financial data and present it in a meaningful and understandable way illustrating an awareness of the audience ▪ Ability to apply specialist and detailed expertise to analyse and provide solutions to service delivery issues, and to share own expertise with others to achieve organisational objectives 	✓ ✓ ✓ ✓	✓ ✓ ✓ ✓	

	<ul style="list-style-type: none"> ▪ Ability to plan projects to enable works to be procured and delivered on a cyclical basis. ▪ Ability to manage multi million pound budgets. ▪ Ability to effectively prioritise objectives, plans and activities against changing circumstances, having regard to the interests of stakeholders, within a pressurised environment ▪ Ability to develop and maintain beneficial relationships with internal and external stakeholders ▪ Able to progress and manage projects on time and within budget. ▪ Good oral and written communications skills with the ability to communicate effectively with members of the public, professional bodies and other members of staff. ▪ Written communication skills to enable the appropriate production of reports which recognise the audience for which it is intended. ▪ The ability to influence and change others opinions and behaviours ▪ Able to contribute to the work of the wider team and to work on own initiative. ▪ IT competent in asset data software, standard spreadsheets, database management and word processing. ▪ Willingness to access confined space and to work at height along with occasional evening meetings or visits to residents homes, estates or council premises 	✓ 	✓ 	
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