



**North  
Northamptonshire  
Council**

## **Job Description and Person Specification**

### **Job details**

Job title: Project Surveyor

Grade: NNCBAND07

Reports to: Housing Capital Investment Team Leader

Responsible for: Contractors

Directorate and Service area: Adult, Health Partnerships & Housing / Housing Maintenance & Development

### **Purpose of the job**

- Provide a professional and technically competent capital investment service for the Council's c. 8,250 housing stock
- Play a key role in the development, implementation and review of the HRA Capital Programme.
- Maintain and update a comprehensive stock condition database-and energy stock profile.
- Survey proposed works, prepare specifications & tender documentation to procure contractors for capital investment projects
- To act as Project Manager, Contract Administrator and Clerk of Works on major capital investment projects
- To act as Clerk of Works on new housing development projects
- To contribute to the development and implementation of the Council's "One Council" philosophy.

### **Principal responsibilities**

#### ***Programme Development and Management***

- Development of the Council's capital and maintenance programmes by identifying potential projects and preparing cost estimates and programmes.
- To monitor progress and expenditure for all projects for which the postholder has responsibility and take corrective action where necessary.
- To provide regular updates on expenditure and adherence to programme for all schemes.
- To carry out stock condition surveys and energy surveys.

### ***Project Management***

- To act as Project Manager, Contract Administrator & Clerk of Works for major capital investment projects, which will include:
  - Preparation of the project brief
  - Setting up and maintaining efficient systems for holding and retrieving project information
  - Feasibility study
  - Procurement of any specialist surveys
  - Scheme design
  - Tenant & Housing Officer liaison
  - Obtaining statutory consents
  - Preparation of Specifications and Tender Documentation
  - Administering tendering exercises and evaluating tenders
  - Appointing contractors
  - Authorising contract payments
  - Authorising variations
  - Ensuring snagging takes place
  - Agreeing practical completion
  - Arranging handover
  - Ensuring that defects are remedied within the Defect Liability Period.
  - Project review
- To procure & manage technical consultants.
- To investigate building defects, recommend solutions and prepare costed reports.
- To prepare feasibility studies, including cost estimates, for refurbishment projects and other minor works.
- To prepare and submit applications for Planning and Building Regulation Approval.
- Where necessary, to act as Principal Designer and ensure compliance with the requirements of the Construction (Design and Management) Regulations.
- To assist with leasehold consultation procedures under Section 20 of the Landlord and Tenant Act 1985.
- To prepare and collate performance information/indicators, including reporting on performance using corporate reporting methodologies
- To attend consultation meetings and exhibitions with tenants associations and individual customers, where necessary.

### ***Miscellaneous***

- Provide technical support on new housing developments, i.e. Clerk of Works
- To ensure that all statutory requirements, standing orders, contract regulations, financial regulations and other relevant requirements are adhered to.
- To undertake other duties, which are commensurate with the salary, skills, knowledge and experience of this post, as and when required by the Head of Maintenance & Development..

## **General responsibilities applicable to all jobs**

1. Demonstrate awareness/understanding of equal opportunities and other people's behavioural, physical, social and welfare needs.
2. Comply with the Council's policies and procedures including (but not limited to) safeguarding, financial regulations, promotion of equalities, customer care, agreed audit actions and health and safety (ensuring that reasonable care is taken at all times for the health, safety and welfare of yourself and other persons).
3. Understand the council's commitment to Corporate Parenting and take responsibility to support this commitment. Enable the council to be the best corporate parents possible to children and young people in our current and previous care.
4. Carry out any other duties which fall within the broad spirit, scope and purpose of this job description and which are commensurate with the grade of the post.

This job description reflects the major tasks to be carried out by the post holder and identifies a level of responsibility at which they will be required to work. In the interests of effective working, the major tasks may be reviewed from time to time to reflect changing needs and circumstances. Such reviews and any consequential changes will be carried out in consultation with the post holder.

## Person Specification

Attributes	Essential criteria	Desirable criteria
Education, Qualifications and Training	Hold an HNC/HND in building studies or a relevant Level 4/5 technical qualification .	Hold or be studying for membership of appropriate professional body (MRICS or MCIOB) or a Degree in Construction Management.  Evidence of continuous professional development.
Experience and Knowledge	Minimum 5 years' experience of working for a local authority housing department or Registered Social Landlord in the capacity as a building surveyor or equivalent and involved with the implementation of planned maintenance / improvement works	Experience of working in partnership with tenants.
Ability and Skills	<p>English fluency &amp; customer focused.</p> <p>Extensive experience in damp and structural surveying.</p> <p>Ability to innovate and think “outside the box”.</p> <p>Ability to monitor and control project expenditure.</p> <p>Extensive experience in the management of contractors within the industry.</p> <p>Up-to-date knowledge of building construction, building services, health and safety, contract law, planning &amp; building control procedures and procurement processes.</p> <p>Ability to prepare accurate and precise specifications, preliminaries &amp; Tender documents relating to both</p>	<p>Ability to prepare drawings to a standard sufficient to enable usage as tender documents / obtain statutory approvals and using either traditional drafting techniques or CAD.</p> <p>Familiarity with the preparation of contract documentation and administration of schemes let under a range of additional contract types including NEC4.</p> <p>Experience of undertaking Fire Risk Assessments.</p> <p>Familiarity with energy rating software and collection of information to enable assessments to be undertaken</p>

Attributes	Essential criteria	Desirable criteria
	<p>planned maintenance and improvement works undertaken to domestic properties.</p> <p>Familiarity with the preparation of contract documentation and administration of schemes let under a range of contract types including JCT Minor Building Works &amp; Measured Term Contracts.</p> <p>Working knowledge of health and safety and the Construction (Design and Management) Regulations.</p> <p>Familiarity with the management and interrogation of stock condition database (e.g. Asprey Assets &amp; Apex).</p> <p>Excellent verbal communication and presentation skills.</p> <p>Able to produce clear, concise and persuasive written reports and letters on complex issues.</p> <p>Well-developed and wide ranging negotiating and influencing skills.</p> <p>Ability to successfully operate in a multi-disciplinary environment and develop good working relations with colleagues and contractors.</p> <p>Good IT and keyboard skills, including the ability to use Microsoft Office.</p>	
Equal Opportunities	Ability to demonstrate awareness/understanding of equal opportunities and other people's behaviour, physical, social and welfare needs.	

<b>Attributes</b>	<b>Essential criteria</b>	<b>Desirable criteria</b>
Additional Factors	Full driving licence and access to a car for work.  Physically able to undertake the work, e.g. accessing roof spaces, scaffolding, etc..  Willing to work outside normal office hours as necessary.	