## Job Role Profile

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|  | **Job Title:** | Contracts Surveyor Apprentice | |
|  | **Department:** | Asset Management | |
|  | **Direct Supervisor:** | Contracts Manager |
|  | **Location:** | Multi-site |
| **1** | Job Purpose:  This is an apprenticeship position in the Investment Team supporting the Contract Manager in working towards taking responsibility and leading on the delivery of a variety of the group’s investment projects to pre-defined time, quality and cost criteria within the group’s investment plan. The Contract Surveyor Apprentice will be working towards:   * Completing a 36-month Level 4 Construction Site Supervisor qualification * Taking assigned projects within the investment plan from pre-tender procurement stage through to final handover to include preparing specifications, procurement, project management and contract administration ensuring works are carried out to a high level of workmanship in accordance with contract documents, specifications and drawings and in line with relevant health and safety legislation. * Act as Principal Designer where necessary. * Operate within the financial restrictions of the group’s Standing Orders and will be required to manage a range of professional external advisors including architects, engineers, quantity surveyors, local authorities, solicitors, etc. | | |
| **2** | Dimensions:   * Assist with managing appropriate budgets to ensure that expenditure remains within prescribed budgets, including monitoring the effectiveness of consultants and contractors in respect of delivery cost and quality of work. * Carry out procurement in line with standing orders and Group procedures. * Work towards delivering assigned projects on time and in accordance with key performance indicators which will be reviewed annually. * Ensure accurate information is available at all times to the Contract Manager to meet investment plan spend and programme targets and ensure compliance with audit requirements. * Effective Customer involvement and consultation * Demonstrate VFM. | | |
| **3** | Principal Accountabilities:   * Prepare specifications and procure works in accordance with the company’s standing orders for assigned projects across multiple work types and trades, coordinating with consultants and local authorities as necessary. * Work towards acting as a Principal Designer under the Construction (Design & Management) Regulations 2015. Prepare pre-construction health and safety information packs, issue F10 notification to the HSE and ensure that contractors’ construction phase health and safety plans, risk assessments and method statements are suitable so that the works can proceed. * Ensure that the group’s leaseholders are involved in all decisions that affect them and their homes in line with relevant leasehold legislation, e.g. – Section 20, and group policy and procedures. This includes preparing documentation in relation to leaseholder / service rechargeable works. * Ensure that all Planning and Building Control approvals are acquired and recorded for proposed works and that consideration is given to any relevant management agreements. * Work towards acting as Main Contractor on selected assigned projects where the group is carrying out management contracting and act as Principal Contractor under the Construction (Design & Management) Regulations 2015 on those projects. * Responsible for ensuring inspections are carried out on assigned projects in the agreed manner to ensure that works carried out in accordance with the contract documents, specifications and drawings and in line with relevant health and safety legislation. * Assist with monitoring and controlling expenditure on assigned projects and approve invoices for payment in accordance with the Group’s financial standing orders, policy and procedures. * Assist with managing individual contract budgets via the Asset management system and meet with finance colleagues to ensure that budgets are spent and updated on a monthly basis. | | |
| **4** | Key Performance Measures:   * Investment budgets are managed in line with financial standing orders and group procurement requirements. * Annual decent homes and SAP targets are met. * No section 20 challenges. * No HSE investigations. * No regulatory contraventions. * Management of customer’s expectations and aspirations in terms of investment needs and available budgets. * High levels of tenant satisfaction 95%. * Complaints/asset enquires dealt with in line with the organisation customer standards. | | |
| **5** | Knowledge, Skills & Experience:   * Needs to understand customers, champion quality, eye for programming and efficiency, be cost and product aware. * Strong knowledge and understanding of the construction industry. * Detailed knowledge of the Building Regulations and Health and Safety legislation, particularly the Construction (Design & Management) Regulations 2015. * Detailed knowledge of building construction and an ability to understand technical information related to the built environment as well as experience of building defects diagnosis. * Knowledge of the planning process and experience of successfully gaining planning consent. * Knowledge of standard forms of contract for building work, especially those issued by the Joint Contracts Tribunal. * Ability to lead and chair meetings. * Working knowledge of the Construction (Design & Management) Regulations 2015 and the ability to undertake Client, Principal Designer and, where necessary, Principal Contractor duties under the regulations. * The ability to write logically, concisely and persuasively including technical reports that are understandable to a non-technical readership. * Excellent IT skills including work processing, spreadsheets, database and email. * Demonstrable experience of negotiating which achieves positive outcomes. * Demonstrable experience of delivering construction projects to time and budget. * Experience of engaging and instructing construction consultants. * Experience of managing design and technical processes on construction projects. * Experience of managing complex projects. * Strongly developed analytical skills and the ability to make rational and systematic decisions based on the relevant information and understanding implications. * The ability to forge strong partnership relationships and communicate effectively with people from all sectors of the community, outside agencies and internal colleagues. * Experience of working within a customer focused service and of developing user consultation. * Ability to effectively analyse and develop logical and practical solutions to overcome problems and achieve objectives. * A flexible attitude to working hours and the ability to attend evening and weekend meetings. * Self-motivated and able to work on own initiative with enthusiasm and determination. * Ability to work under pressure to meet tight deadlines. * Confident speaker and effective presenter of information, some of which could be complex, to all sections of the community and colleagues. * Motivational skills- internal team and external consultants. * Knowledge and understanding of the social housing sector. * Working knowledge and understanding of Decent Homes requirements. * Experience of resident and community consultation. * ). * Full driving license including use of own vehicle. | | |
| **6** | Qualifications:   * Building Maintenance experience or time worked equivalent * GCSE grade A-C/4-9 or similar in English and Maths | | |
| **7** | Key Relationships:   * Internal customers – Head of Asset Management, Asset Manager, Programme and Survey Manager, Housing Services team and Repairs and Maintenance Team. * External customers, consultants and contractors. | | |
| **8** | Organisation Chart:  Reporting to: Contracts Manager  Indirect reports: None | | |
| **9** | **Standard Requirements Applicable to all Roles:**   1. All individuals are expected to be flexible in undertaking the duties and responsibilities attached to their job and may be asked to perform other duties which reasonably correspond to the general character of their job and their level of responsibility. 2. All individuals are expected to maintain personal and professional development to meet the changing demands of the job and participate in appropriate learning and development activities. 3. All individuals are expected to carry out their duties and responsibilities having regard to the company’s commitment to providing a customer focused service. 4. Act as an ambassador for the Group at all times during the course of your duties. 5. Ensure compliance with requirements under the GDPR Regulations 2018 and follow the 6. Group’s GDPR policy and procedures relating to confidentiality. 6. To promote equality and diversity and to treat everyone with fairness and dignity. Whilst be committed to the principles of Equality and Diversity. 7. To recognise health and safety as a responsibility of every individual, to take reasonable care of oneself and others in the workplace and comply with policies, relevant legislation and any service specific procedures that may apply to the role. 8. Ensure practice is firmly rooted within the Children and Adults Safeguarding framework. As an organisation we take an assertive approach to ensuring the safety and well-being of all children and adults with care and support needs and colleagues will need to demonstrate an understanding and commitment to best safeguarding practice. 9. To ensure all data processed within our systems is collected, updated and stored in line with procedures and any legal requirements.  Regular reviews of data quality to be provided to the line manager. The Data Quality Policy will provide further detail on requirements and responsibilities. | | |