

Role profile

Job Title:	Senior Surveyor Adaptations and Projects		(Surveying Services)
Department:	Repairs and Adaptations Service, The Home Improvement Agency and Handyperson Services	Directorate:	Economy and Sustainability
		Grade:	Spinal column point range: 41-43
		Post no.:	64257
		Location:	Perceval House
Role reports to:	Manager and Team Leader		
Direct reports:	Assistant Contract Surveyor, Trainee Surveyors, Apprentices		
Indirect reports:	Administrator Support Team, Apprentices		

Job description

Recruitment practices to safeguard and promote the welfare of children and/or vulnerable adults apply to this post in addition to the requirement to obtain a Disclosure and Barring Service (DBS) check.

Purpose of role

- To provide leadership and direction for Surveyors to ensure the delivery of the Council's objectives, as defined in agreed Service Plans, in accordance with council standards and procedures.
- The day-to-day supervision and support of junior Surveying Staff, ensuring efficient processing of Grant applications in accordance with statutory requirements, council policy and procedures, and good practice.
- To substitute for the Team leader and represent the section at Built Environment Management meetings.
- To assist in delivering a service that has a significant positive impact to the residents / communities ensuring close co-ordination with related services, in support of a customer-centric organisation.
- To exercise the Council's powers under the Housing, Construction & Regeneration Act, The Care Act and associated legislation in accordance with the agreed scheme of delegation.
- Have a thorough working knowledge and understanding of construction law and regulations as well as associated policies such as the Council's Procurement Regulations, and current Building Regulations and the Building Safety Act.

- To oversee major & minor building projects for Council departments, develop the service and maximise fee income.
- To assist coordination of authorities Dangerous Structures service in the event of a major incident
- To be responsible for various building projects for mainly vulnerable people up to the value of £1.2M
- To act as the borough Party Wall Surveyor as required

Failure to carry out the job properly could jeopardise the health and safety of residents and users of buildings.

Key accountabilities

- Identify and manage various building projects to increase income and raise the profile of the service. This will include report writing for submission to senior officers deciding if projects are viable.
- Have a working knowledge and understanding of Building Regulations, Construction Design and Management (CDM) Regulations 2015 and the Building Safety Act. To act as a competent Principal Designer and to maintain this competence. Role includes identifying, eliminating or controlling foreseeable risks and planning, managing, monitoring and coordinating Health & Safety in the pre-construction phase of projects.
- Be directly responsible for designing complex construction projects using computer aided design (CAD) for mainly vulnerable people up to the value of £1.2m. This will include consulting with and being instructed by internal/external customers.
- Make decisions on council owned assets that will impact on the public's safety. This may include recommending/implementing closures of public buildings.
- Responsible for compliance with the Council's Procurement Regulations in conjunction with Procurement and Legal Services on major/complex projects.
- Liaising with the Building Control and Planning Departments, including Conservation Officers and have a thorough knowledge of associated legislation for the preparation of applications.
- Raise the council's profile by arranging and attending events. A thorough knowledge of the service and its aspirations are necessary for this role. Select and order various publications necessary to give latest, relevant information to all stakeholders. Events can include public speaking at resident/public meetings (normally out of hours).

- Work remotely as required, including home working, using laptop and smart phone as required. Using associated council software and hardware.
- Responsible for completing site inspections, confidential test of financial resources, assessments, approvals and payments of grant applications under statutory legislation.
- Supervise direct reports. Allocate work and advise them on complex cases. To supervise the development of cases, starting with initial clarification of options open to the residents and then to progress the option chosen with due regard to financial, building and ancillary agreements.
- Supervising external partners (Chartered Surveying & Architectural companies and approved contractors). Include approving plans, costings/payments, supervising building works and agreeing final accounts and reviewing risk assessments and method statements and ensuring compliance on site.
- Evaluate tender documents received from contractors and select the correct one having regard to the council's procurement regulations.
- Allocate council approved contractors, prepare specifications, tenders, evaluate estimates, place orders, and carry out interim and final payments and accounts complying with CDM regulations.
- Responsible for the signing and issue of site work orders and variation orders and being a signatory within the scope of financial regulation constraints.
- To act as the Council's expert witness in relation to building contracts/disputes; actions brought against the council in connection with grant legislation or on behalf of the authority against fraud/false accounting/forgery.
- To be responsible for making sure that the fee income target is achieved on the various workstreams undertaken by the service.
- To manage complaints and assist in the preparation of responses to Council complaints and Ombudsman on behalf of the service.
- To deal sensitively with complaints, queries and Freedom of Information Requests, from a wide variety of stakeholders at all levels and make appropriate decisions for these to be resolved. Complaints from service users usually relate to technical (legislation) or staff criticism where confidentiality must be observed. Ensure the Data Protection Act and General Data Protection Regulations are adhered to.

- Have a thorough working understanding and knowledge of the Joint Contracts Tribunal (JCT) Building Contracts. Prepare and supervise contracts and take appropriate action if underperforming.
- Have a thorough working understanding and knowledge of the Party Wall etc. Act, and act as appointed surveyor when required.
- Ensure feasibility of submitted schemes, estimates and plans and ensure they comply with legislation, government circulars, statutory regulations, council policy and audit requirements.
- Enhance the borough's reputation by attending and setting up regional and national meetings. This will include preparation of statistics and Framework Agreements with neighboring boroughs.
- Liaise with other Council departments, Statutory Authorities and other related professionals regarding grant matters relating to vulnerable people. Liaise with private owners / tenants and their technical advisers.
- Guard against, monitor and regulate contractors regarding site health and safety hazards. Carry out site visits and risk assessments to minimise risk when using scaffolding, inspecting deep excavations and demolition projects, etc. This will entail physical demands in poor working conditions (confined, uneven spaces such as loft spaces).
- Responsible for ensuring that supervised staff complies with Health and Safety legislation. This will include issuing and checking personal protection equipment and compliance of corporate procedures regarding accidents.
- Formulate and agree own and staff job performance appraisals and hold regular 1-2-1s for career development and performance.
- Other duties and responsibilities of a similar professional nature and at a similar level of responsibility to those above which may be allocated from time to time. If required deputise for the Team

Key performance indicators

- **Stage 0:** first contact with services
- **Stage 1:** first contact to assessment and identification of the relevant works; 5-35 working days depending on type and complexity of case.
- **Stage 2:** identification of the relevant works to submission of the formal grant application. 25-55 working days depending on type and complexity of case.
- **Stage 3:** grant application to grant approval. 5-20 working days depending on type and complexity of case.
- **Stage 4:** approval of grant to completion of works. 20-80 working days depending on type and complexity of case.

Key relationships (internal and external)

- Other local authorities and associated organisations.
- Other Council departments and statutory authorities as appropriate including Planning Officers, Building control surveyors, lawyers.
- Professional staff in health and social care, and other external healthcare professionals regarding grant matters related to the health including, vulnerable elderly and disabled residents in the borough.
- Private land and building owners, landlords, social registered landlords, private owners, tenants, and technical advisers.

Authority level

- Ability to liaise with officers at all levels and Members.
- Report direct to Team Leader and Manager of service.
- Responsible for preparing and recommending approvals to the Team Leader following tender analysis up to the value of £1,200,000 per annum.
- Submitting interim/final payments for approval.

Additional Requirements

- Act as a remedial works / dilapidations surveyor under carrying out works under minor projects and other grants remit.

Person specification

Community and partnership working are essential for all roles as are a commitment to Equality, Diversity and Inclusion and ensuring Health and Safety at Work for everyone working at Ealing Council.

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Essential knowledge, skills and abilities

1. Ability to demonstrate a working knowledge, understanding and competence of building construction and Building Regulations, and Housing, Construction & Regeneration Act.
2. Thorough understanding and knowledge of Housing Renewal Policy, Housing, Construction & Regeneration Act, Party Wall, etc, Act, JCT Contracts, Planning and the Building Regulations, Building Safety Act, and Construction Design Management, Regulations 2015.

Ability to demonstrate detailed knowledge and understanding of the following disciplines.

- a) Structural Engineering.
- b) Fire Safety.

- c) Access & Facilities for the Disabled.
 - d) Building Services.
 - e) Housing, Construction & Regeneration Act
3. Ability to demonstrate effective communication including clear concise presentation of information.
 4. Ability to demonstrate working on own initiative, and in a team, and provide a quality assured, customer orientated service.
 5. Demonstrate competence as a Principal Designer aligned with PAS 8671 and maintain competence levels.
 6. You must provide and maintain your own vehicle and hold a valid driving licence for use on official business.

Essential qualification(s) and experience

1. Sufficient experience in a related adaptations / surveying office and or Home Improvement Agency to carry out purpose of role and key accountabilities above.
2. Sufficient experience to deal with Party Wall matters, and Act on behalf of the Council as the Boroughs Party Wall surveyor when required
3. Sufficient experience and qualification from level 2-5 or above
4. Proficient in computer aided design or equivalent
5. A related degree / master's in surveying or equivalent in constructions
6. A related degree that leads to full membership of one or more of the following:
 - CIOB, RICS, ABE, CABE, RIBA etc, or equivalent, and a desired accreditation from the Faculty of Party Wall Surveyors.
7. Demonstrate competency as a Principal Designer in accordance with PAS8670 and PAS8670.

Values and behaviours

Improved life for residents	Trustworthy	Collaborative	Innovative	Accountable
<ul style="list-style-type: none"> • Is passionate about making Ealing a better place • Can see and appreciate things from a resident point of view • Understands what people want and need • Encourages change to tackle underlying causes or issues 	<ul style="list-style-type: none"> • Does what they say they will do on time • Is open and honest • Treats all people fairly 	<ul style="list-style-type: none"> • Ambitious and confident in leading partnerships • Offers to share knowledge and ideas • Challenges constructively and respectfully listens to feedback • Overcomes barriers to develop our outcomes for residents 	<ul style="list-style-type: none"> • Tries out ways to do things better, faster and for less cost • Brings in ideas from outside to improve performance • Takes calculated risks to improve outcomes • Learns from mistakes and failures 	<ul style="list-style-type: none"> • Encourages all stakeholders to participate in decision making • Makes things happen • Acts on feedback to improve performance • Works to high standards