

## ROLE PROFILE

|                 |                                      |                     |                 |
|-----------------|--------------------------------------|---------------------|-----------------|
| <b>POSITION</b> | <b>Project Surveyor (compliance)</b> |                     |                 |
| <b>TEAM</b>     | Asset Management                     | <b>LOCATION</b>     | Coastline House |
| <b>VERSION</b>  | 1.3                                  | <b>LAST UPDATED</b> | August 2019     |

### PURPOSE OF ROLE

The primary focus for this role will be the management of radon, asbestos and lifts/lifting equipment to achieve continued regulatory compliance. This will include cyclical testing/maintenance, remedial measures and post inspections to ensure that all work is carried out to the required standards and on budget.

The role will also provide direct support to the M&E Contracts Manager and the Safety Services Manager to ensure continued regulatory compliance across all areas of property maintenance. This will include the management of projects (such as radon mitigation systems, heating upgrades, lift repair/refurbishments and fire remedial works), access management for hard-to-access homes and post inspections of works.

Budget responsibility in the region of £400,000 per year.

## KEY ACCOUNTABILITIES

1. Project Management of the radon mitigation programme which will include the development of a risk-based cyclical testing programme, implementation of remedial measures and quality assurance inspections.
2. Project Management of a range of individual jobs within wider planned programmes of work such as fire remedial works, lift repairs/refurbishment and heating upgrades.
3. Management of the asbestos surveying and removals contracts, managing orders, approving payments and ensuring successful performance as directed by the contract.
4. Management of the lift and automatic door/gate servicing contracts and independent LOLER/testing programme, managing orders, approving payments and ensuring successful performance as directed by the contract(s).
5. To develop policies, standards and protocols necessary for the effective management of radon, lifts and asbestos in line with legislation, established Health and Safety Executive standards and good practice.
6. Supporting the Safety Services Manager in managing other key areas of legal compliance including fire safety and legionella.
7. Support the M&E Contracts Manager to manage compliance with Gas and Electrical testing regulations.
8. Programming and conducting post inspection of works including radon, fire, asbestos, lifts and legionella remedial works.

9. Development of programmes of work in line with contractual obligations.
10. Delivery of all improvement projects within timescales and budget allocations.
11. Specification of technical projects to ensure Value for Money and compliance with all H&S requirements.
12. Monitoring of activities and regular reporting on progress and compliance status.
13. Management of the access programme to ensure that timely access is gained to all homes as required across all areas of property maintenance.
14. Coordination of all customer and stakeholder consultation events necessary within the remit of the planned improvement projects and supply of all customer related information required to fulfill the projects.
15. Ensuring safe working practices and adequate systems and procedures are written and adopted for all areas of property maintenance and investment.
16. Evaluation and report as necessary on outcomes, maintenance implications and social outcomes from projects.
17. Ensure that all works are completed in line with legislation, regulations and good practice. Working in a safe manner with risk assessments and method statements in place supporting the Construction, Design and Management (CDM) Regulations as well as all other Health and Safety requirements.
18. Any other duties commensurate with the grade of the role

### GENERAL OBLIGATIONS (THIS IS STANDARD FOR ALL ROLES)

1. Represent the Company positively with all external agencies.
2. Service and support the Company as requested.
3. Establish, develop and maintain effective working relationships with all work colleagues.
4. Ensure compliance with the Company's Health and Safety policies and procedures.
5. Continually promote equal opportunities and customer care in full compliance with the Company's policy and standards.

### REPORTING

- Reports to the Safety Services Manager
- No other staff report to this post

### CONTACTS

#### Internal

- Board members, all staff

#### External

- Customers, local authorities, contractors, suppliers, Government agencies, funding agencies, housing associations, voluntary organisations



## PERSON SPECIFICATION

|                 |                                      |                     |                 |
|-----------------|--------------------------------------|---------------------|-----------------|
| <b>POSITION</b> | <b>Project Surveyor (compliance)</b> |                     |                 |
| <b>TEAM</b>     | Asset Management                     | <b>LOCATION</b>     | Coastline House |
| <b>VERSION</b>  | 1.2                                  | <b>LAST UPDATED</b> | August 2019     |

|  | <b>ESSENTIAL</b>  | <b>DESIRABLE</b>   |
|--|---|--|
| <b>Education &amp; Qualifications:</b>         | <ul style="list-style-type: none"> <li>• A good standard of education with 5 GCSEs including English and Maths at Grade C or higher</li> <li>• Minimum Level 3 ONC/HNC in construction, NEBOSH Certificate or equivalent qualifications</li> <li>• Asbestos Management Qualification (P405) - <i>training will be provided if required</i></li> <li>• Level 4 Gas Safety Management Qualification - <i>training will be provided if required</i></li> </ul>   | <ul style="list-style-type: none"> <li>• Member of a relevant Professional Body, i.e. RICS (Royal Institution of Chartered Surveyors) or CIOB (Chartered Institute of Building)</li> <li>• NEBOSH Diploma or Level 4 in construction related qualification</li> <li>• Level 4 VRQ Gas Safety Management in Social Housing</li> <li>• Housing Health and Safety Rating System Assessor qualification</li> <li>• ECDL – European Computer Driving Licence</li> </ul> |
| <b>Experience, Knowledge and Understanding</b> | <ul style="list-style-type: none"> <li>• Experience relevant to the key responsibilities of the role</li> <li>• Up to date knowledge of Health and Safety legislation</li> <li>• Project and contractor management experience</li> <li>• Understanding of the Housing Health and Safety Rating System and its application</li> <li>• Experience in delivery of Planned and Cyclical Maintenance projects</li> <li>• Experience in general contract administration and management of works from inception through to completion.</li> <li>• Sound understanding and application of contract law, CDM, Planning and Building Regulations</li> </ul> | <ul style="list-style-type: none"> <li>• Ability to design, specify and prepare contract tender documentation</li> <li>• Experience in use of a property database for data entry and retrieval</li> <li>• Understanding of Asset Management principles</li> <li>• Knowledge of Social Housing Management Databases and processes</li> </ul>  |

|                           |  |  |
|---------------------------|--|--|
|                           | <ul style="list-style-type: none"> <li>• Understanding of customer and corporate responsibilities for maintenance to homes</li> <li>• Sound budget management skills</li> </ul>  |  |
| <b>Job Related skills</b> | <ul style="list-style-type: none"> <li>• Clear oral/written communication at all levels</li> <li>• Able to demonstrate Budget Management and an understanding of cost forecasts</li> <li>• Ability to carry out quality checks and manage maintenance contracts and projects</li> <li>• Able to provide excellent maintenance services to customers and the wider general public</li> <li>• Ability to research and write policies and procedures relating to the role</li> <li>• Ability to produce clear concise reports to the management team</li> <li>• Ability to diagnose building defects and specify cost effective solutions</li> <li>• Sound IT knowledge, particularly using MS Excel</li> </ul>   | <ul style="list-style-type: none"> <li>• Appreciation of life cycle costs when specifying materials</li> </ul>   |
| <b>Personal Skills</b>    | <ul style="list-style-type: none"> <li>• Demonstrate behaviours in accordance with Coastline's values: <ul style="list-style-type: none"> <li>✓ Put our customers first</li> <li>✓ Be open, honest and accountable</li> <li>✓ Value each other</li> <li>✓ Strive to be the best</li> </ul> </li> <li>• Ability to work as part of a team</li> <li>• Operate on own initiative, finding imaginative solutions to problems</li> <li>• Ability to communicate complex issues face to face and in writing at all levels</li> <li>• Commitment to demonstrate Value For Money and produce cost effective solutions to maintenance issues</li> <li>• Challenging and enquiring with excellent communications skills</li> <li>• Willing to display initiative and accept responsibility for decision making</li> <li>• Tact, diplomacy and sensitivity in dealing with customers and appreciation of individuals diverse needs</li> <li>• Challenging information and data</li> </ul> | <ul style="list-style-type: none"> <li>• Have innovative approach to maintenance activities</li> <li>• Ability to take lead role on maintenance projects of all sizes</li> <li>• Understanding of Social Value and implications with maintenance improvements</li> </ul> |

|       |  |  |
|-------|--|--|
|       | <p>where there is conflict</p> <ul style="list-style-type: none"> <li>• Have commitment to sector</li> </ul>   |  |
| Other | <ul style="list-style-type: none"> <li>• Must be committed to the Company's Equal Opportunities Policy both in service provision and employment practice</li> <li>• Must hold a full driving licence and have access to a car</li> <li>• Ability to attend evening meetings</li> <li>• Ability to attend meetings and seminars</li> <li>• Standard Disclosure &amp; Barring Service Check</li> </ul> |  |