



JOB DESCRIPTION

POST:	Civil Engineering Surveyor
DEPARTMENT:	Investment & Compliance
REPORTING TO:	Head of Investment & Compliance
RESPONSIBLE FOR:	n/a
GRADE:	6

ORGANISATIONAL CONTEXT:

This role sits in the Asset Investment Team within the Investment and Compliance Department.

- The role is responsible for the civil engineering function to BMSDCs housing and corporate assets.

MAIN JOB PURPOSE:

- To lead on the identification of civil engineering projects.
- To project plan, design, and deliver civil engineering projects in-accordance with the RIBA Plan of Work Framework.
- To manage the delivery of work in-accordance with contractual requirements.
- To formulate budget requirements and monitor expenditure in-accordance with budgets, ensuring value for money is obtained.

DUTIES AND RESPONSIBILITIES:

- Lead on the identification of civil engineering investment programmes and reactive works in- collaboration with the Head of Investment & Compliance, and other relevant service areas.
- Ensure budget requirements are in place to successfully deliver required works.
- Lead on the identification and selection of a range of technical and professional consultants.
- Lead on the key project stages of the RIBA Plan of Work Framework.
- Lead in monthly review meetings to monitor programme progress and financial spend, including forecasting future spend in line with budget expectations.
- Contribute to the formulation and delivery of the corporate and assets strategies to ensure compliance with statutory and regulatory obligations and strategic direction / objective targets are met.
- Assist the Head of Investment & Compliance in the preparation of the 30-year programme to inform BMSDCs Strategic Business Plan.
- Produce a quarterly outturn report detailing programme delivery against target / budget and any corrective action undertaken.

- Lead on the procurement and mobilisation of new contracts when required, ensuring contracts are procured in accordance with BMSDCs procurement requirements.
- Provide specialist technical design and construction advice.
- Assist in “horizon scanning “and the development of service plans to ensure the service meets current and future statutory, regulatory, and best practice requirements.
- Operational implementation of all related strategies, policies and procedures including ensuring compliance with statutory, regulatory, and best practice requirements.
- Deliver a customer centric service that provides high levels of customer satisfaction.
- Ensure resident consultation and liaison is undertaken for all relevant programmes.
- Ensure complaints, MP enquiries and Councillor enquiries are dealt with in-accordance with BMSDCs policies and procedures, including carrying out complaint root cause analysis and undertaking corrective action to prevent any reoccurrence.
- Liaise with internal and external auditors, including undertaking any corrective action when identified.
- Support the continual development of and implementation of IT systems.
- Produce reports as required, including presentation of such reports to a variety of audiences.
- Contribute to and comply with all relevant policies and procedures.
- Keep abreast with all organisational changes and business developments.
- Assist in the training of new and existing staff members when required, in-accordance with capability requirements.
- Attend Health & Safety groups as required.
- Undertake any other duties as requested.

Additional information

- Does this job require a DBS check? No
- The post is designated as being politically restricted in accordance with the term of the Local Government Housing Act 1989 and subsequent amendments. The effect of this is to prevent the postholder from having any active political role either in or outside the workplace, and automatically disqualifying them from standing for or holding elected office.

This is not a comprehensive definition of the post. Postholders are expected to undertake any work that comes with the remit of the post's main objective. This job description will be kept under review and may be changed at any time subject to consultation with the postholder.

PERSON SPECIFICATION

The Person Specification focuses on the knowledge, skills, experience and qualifications required to undertake the role effectively.

REQUIREMENTS	MEASURED BY:
The postholder must be able to demonstrate:	A Application form I Interview T/P Test/Presentation
EDUCATION/TRAINING <i>(Academic, vocational/professional and other training)</i>	
Degree in Civil Engineering Member of the Institution of Civil Engineers (ICE) A full valid driving licence.	A

KNOWLEDGE & EXPERIENCE

(e.g. report writing, office experience, Microsoft office)

Demonstrable experience of working in a civil engineering service area within social housing or a related sector.
Demonstrable experience of delivering civil engineering work programmes in-accordance with the RIBA Plan of Work Framework.
Demonstrable knowledge of analysing complex numerical information and property data.
Demonstrable experience of managing multiple high value budgets.
Demonstrable experience of using design software, such as Autodesk, AutoCAD Civil 3D, and MicroStation.
Demonstrable Knowledge of map creation software and photo imaging software.
Demonstrable knowledge of statutory, regulatory, and best practice requirements in relation to civil engineering work.
Demonstrable knowledge of contract law, building construction and regulations.
Demonstrable experience of managing multiple contracts and sustaining long term relationships, preferably within a contract management framework.
Demonstrable experience of procuring and mobilising contracts.
Experience of setting up, sustaining, and working closely with resident groups.

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SKILLS/ATTRIBUTES

(e.g. communication, interpersonal, decision-making, problem-solving, team player, reliable)

Highly developed numerical and data analytical skills.
Excellent IT skills including a good working knowledge of Microsoft office.
Excellent verbal and written communication skills.
Excellent contract management skills.
Excellent project management skills.
Highly effective decision maker.
Ability to explain complex numerical and technical data to colleagues and stakeholders in plain English.
Able to analyse complex data and produce reports.
Able to effectively achieve commercial and time sensitive outcomes.
Able to read, analyse and interpret complex documents, plans, rules & regulations.
Methodical and organised approach to planning, implementation and record keeping.
Able to work effectively within a multi-disciplined team.
Able to communicate effectively at all levels in a manner relevant to the audience.
Able to build effective relationships with internal and external customers.
Able to operate independently representing a specialist area.
Able to prioritise conflicting demands when under pressure.
Able to consider and show respect for the views and opinions of others.
Willingness to undertake training to meet changing needs.

BEHAVIOURS

Behaviours will be tested at interview against the Council's values (further detail below)

<p>Empowering, valuing and developing our people Valuing our customers Being open and honest Taking ownership Being ambitious</p>	<p>I/TP</p>
<h3>EQUALITY AND DIVERSITY</h3>	
<p>Considers and shows respect for the opinions, circumstances and feelings of colleagues and members of the public, no matter what their position, background, circumstances, status, appearance and whether they are one of the protected characteristics covered by the Equality Act 2010 (Age, Disability, Gender Reassignment, Marriage and Civil Partnership, Pregnancy and Maternity, Race, Religion or Belief, Sex or Sexual Orientation).</p>	<p>AI</p>



Our Values

...we believe in



OUR CUSTOMERS **BEING AMBITIOUS** **TAKING OWNERSHIP** **BEING OPEN and HONEST** **OUR PEOPLE**



We empower, value and develop our people to work together as one dynamic and efficient team.

We care about delivering high quality, customer-focused outcomes with our communities and partners.

We are open, transparent and truthful.

We take pride in our work and take responsibility for our actions.

We are ambitious, inspiring our communities, taking pride in our places and striving for excellence.