

Job Description



Job Title: Principal Surveyor – Fibre Installations	Service Area: Housing Property Services	
Directorate: Inclusive Economy & Housing	Post Number: TBC	Evaluation Number: 5588
Grade: PO7	Date last updated: September 2020	

Overall Purpose of Job

To be responsible for a professional housing surveying service, all technical aspects of the repair, maintenance, improvement and re-servicing of all council owned, managed and leased stock in accordance with Newham Council's policies and procedures. Providing an effective repair and planned maintenance service for the organisation; and to manage a specific specialist team of surveyors and support staff for the Works Commissioning Group.

To lead specifically but not exclusively on the management of the Whole Borough Fibre Installation Rollout in relation to all Housing Bocks and Properties.

Job Context

1. The post holder reports to the Head of Housing Property Services
2. The post holder has budget monitoring responsibility for the management and of the Fibre Installations Rollout and Ad hoc Major works projects to around £ 5 million p.a.
3. The post holder has line management responsibility for up to 5 members of staff.
4. The post holder may be required to work evenings, weekends and occasional public holidays, in order to meet service requirements and specifically to carry out consultation and representational tasks with residents and other stakeholders, and to provide cover for emergencies.

Key Tasks and Accountabilities:

Key tasks and accountabilities are intended to be a guide to the range and level of work expected of the post holder. This is not an exhaustive list of all tasks that may fall to the post holder and employees will be expected to carry out such other reasonable duties which may be required from time to time.

1. To deputise as required in the absence of the Head of Housing Property Services.
2. To routinely monitor and review the economy, efficiency, effectiveness and quality of current services across the Housing Property Services, developing new approaches to the challenges presented and implementing improvements that are in line with overriding strategic objectives, aims and targets, setting standards for the London Borough of Newham that result in continuous service improvement.
3. To ensure an efficient and effective technical support service for Housing Property Services, covering specialist services with Fibre optic scheme rollout as the focus of activity.
4. To manage the development of collaborative working with chosen contractors and strategic alliance partners, co-ordinating and integrating essential activities such as supply chain management, specification development, and consultation with residents. To develop project specific briefs to ensure all projects meet Newham Council's objectives and comply with the contractual terms of any agreement to ensure best value in cost, performance, quality and future maintenance
5. To ensure a programme of Health & Safety inspections is undertaken, including evaluating findings and ensuring any works necessary are carried out.
6. To monitor and manage all aspects of Fire Safety in relation to Fibre Installations. To liaise with legal representatives and maintain dialogue with other departments, and represent the organisation in litigation.
7. To convene, chair project team meetings in accordance with agreed project programmes and to monitor, record and report all aspects of project progress and to respond to questions from residents, members and LVT.
8. To ensure that all works are supervised and undertaken in accordance with contract specifications, London Borough of Newham's procedures and Health & Safety (including gas safety) Regulations.
9. To produce contract documentation for invitations to tender, examine tenders and recommend contractors for appointment, using expert knowledge.
10. To assist where necessary in the procurement of consultancy services and to act as client in relation to technical consultants employed in managing specific projects.

11. To monitor and manage the Fibre Installation team as a whole, to ensure the team surpass the aims and objectives regarding delivery, on time and to budget and to the necessary quality, by using their knowledge and skills in the field of construction and financial control. To arrange, the effective 'handover' at completion, so that the resident satisfaction and desired quality is surpassed
12. To critically analyse and evaluate performance and financial data on projects, contractors, consultants and the overall capital programme and in turn using the analysed data and your evaluation of the data to manage contractors and consultants performance against agreed targets. Challenging data where appropriate.
13. To attend meetings on behalf of the Council and report to senior managers and other staff, residents' bodies or Newham Council on issues related to the Housing Capital Programme or schemes within it.
14. To be accountable for ensuring that the Client's role and duties in relation to CDM are compliant and to ensure contractors are competent to carry out their Health & Safety responsibilities under CDM and other H&S legislation.
15. To consult and liaise positively with tenants, tenants' organisations, housing management staff, consultants and other stakeholders as required and directed in relation into all stages of capital and revenue schemes.
16. To liaise at a senior level with other officers of Newham Council, Members, MPs, residents' representatives, statutory agencies, public/private utilities, contractors, consultants and building components' manufacturers and to ensure that all necessary planning and building control applications are made and decisions complied with.
17. To investigate complaints against contractors or partners, deal with contractual disputes and where necessary refer to arbitration or litigation. To deal with correspondence and investigate complaints associated with technical matters, including providing reports and responses to Ombudsman enquiries within targets.
18. To ensure performance indicators are met and reported as required.
19. To prepare reports and attend meetings as required, including those outside normal working hours.
20. To carry out any appropriate duties, as directed, at any office location within the borough to ensure that service delivery within the organisation is maintained, and that are in line with the purpose and grade of the job.

Person Specification



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EQUALITY AND DIVERSITY

We are committed to and champion equality and diversity in all aspects of employment with the London Borough of Newham. All employees are expected to understand and promote our Equality and Diversity Policy in the course of their work.

PROTECTING OUR STAFF AND SERVICES

Adherence to Health and Safety requirements and proper risk management is required from all employees in so far as is relevant to their role. All employees are expected to understand and promote good Health and Safety practices and manage risks appropriately.

IMPORTANT INFORMATION FOR APPLICANTS

The criteria listed in this Person Specification are all essential to the job. Where the Method of Assessment is stated to be the Application Form, your application needs to demonstrate clearly and concisely how you meet each of the criteria, even if other methods of assessment are also shown. If you do not address these criteria fully, or if we do not consider that you meet them, you will not be shortlisted. Please give specific examples wherever possible.

CRITERIA	METHOD OF ASSESSMENT
KNOWLEDGE: 1. High level of numeracy and verbal skills to enable the post holder to undertake duties of the post. 2. Knowledge of Building Regulations and Health & Safety legislation.	 Application Form/Interview/Certificate/Test Application Form/Interview/Test

<p>3. Extensive knowledge of the legal frameworks encompassing Fibre Optic Installations</p> <p>4. Knowledge of HHSRS legislation.</p> <p>5. Knowledge of Construction (Design and Management) Regulations 2015.</p>	<p>Application Form/Interview/Test</p> <p>Application Form/Interview</p> <p>Application Form/Interview/Test</p>
<p>QUALIFICATIONS:</p> <p>Formal training in one or more of the following areas:</p> <ul style="list-style-type: none"> a) building technology/construction b) repairs c) estimating d) contractual matters e) Fire Risk Assessments <p>The level attained should be at the level of a degree, HND, or HNC.</p> <p>Or extensive demonstrable experience at a level commensurate to the post in one of the disciplines as listed.</p>	<p>Application Form/Interview/Certificate</p>
<p>EXPERIENCE:</p> <ul style="list-style-type: none"> 1. Considerable experience of building inspection work, identifying faults, preparing reports/specifications. 2. Considerable experience of supervising building works. 3. Extensive experience in dealing with Fire Safety works and Fire Risk Assessments. 4. Considerable experience of successfully running contracts/projects. 5. Experience in managing staff. 	<p>Application Form/Interview/Test</p> <p>Application Form/Interview</p> <p>Application Form/Interview</p> <p>Application Form/Interview</p> <p>Application Form/Interview</p>
<p>SKILLS AND ABILITIES:</p> <ul style="list-style-type: none"> 1. Good IT skills. 	<p>Application Form</p>

2. Ability to write and prepare contract documentation.	Application Form
3. Ability to gain access to awkward places, climb ladders and scaffolding.	Application Form/Interview
4. Ability to write clear, concise and accurate reports.	Application Form/Test
5. Ability to work to targets.	Application Form
6. Ability to work with a variety of service users.	Application Form/Interview
7. Ability to manage budgets effectively.	Application Form/Interview
PERSONAL STYLE AND BEHAVIOUR: 1. Ability to work as part of a team. 2. Ability to communicate with a varied customer base. 3. Ability to present and communicate complex technical issues. 4. Commitment to the promotion of Equal Opportunities particularly with regard to service delivery, decision making processes and working practices, with the aim of positive public acceptance.	Application Form/Interview Application Form/Interview Application Form/Interview Application Form/Interview
OTHER SPECIAL REQUIREMENTS: Willingness to work out of hours, full driving licence, ability to work in confined spaces and at height.	Application Form/Interview