

JOB DESCRIPTION

Post Title **Development Surveyor**

Employer: **Hendre Housing Association Limited and subsidiaries**

Responsible To: **Senior Development Surveyor / Project Manager**

MAIN OBJECTIVES OF THE POST

To provide assistance and support to the Senior Development Surveyor / Project Manager in meeting the needs of Hendre Limited's clients.

PRINCIPAL DUTIES

1. To work with the Land Acquisition Officer as required to identify land and properties for development purposes in accordance with the Welsh Assembly Government's Social Housing Grant Core Programme; the Unitary Authorities Local Housing Strategy, the needs of Hendre Limited's clients and any other priorities identified by the Director of Development Services.
2. To undertake measured surveys of properties and preparation of layouts, schedules of work and cost estimates
3. To liaise with the Client's appropriate officers in order to establish housing need and unit mix.
4. To **prepare** initial cost estimates and viability studies and **provide** estimated figures to the Client in order for initial financial feasibility studies to be undertaken.
5. With the approval of the Project Manager / Director of Development Services, present to the Client a shortlist of consultants to be utilized for the project. Upon receipt of approval from the Client prepare the appointment brief documents and instruct the appropriate consultants to progress project proposals.
6. To ensure that the checklist for the acquisition of land and property are completed fully. A copy of the properly completed and endorsed checklist to be submitted to the Project Manager and/or the Director of Development Services for their approval and agreement by the Client.
7. To consult with the appropriate officers in the Client organisation and any other external agencies as appropriate concerning scheme layouts and specification.

8. To ensure that all designs and specifications are in accordance with the WAG, DEVCO and Client requirements and meet the Design Brief of the Client organization.
9. To ensure that the Client approves any deviation from their standard requirements
10. Prepare documentation to enable the pricing of the scheme proposals by the Framework Contractor for the project where engaged as Employer's Agent/ Purchaser's Representative/Contract Administrator
11. Engage with Framework Contractors as early as possible in the development of the scheme proposals to ensure that all opportunities to undertake value engineering and identify and allocate risk are taken
12. Prepare price/cost/tender reports to satisfy the Client and WAG requirements on in-house design led schemes
13. To administer and manage building contracts and schemes generally during the contract period where engaged as Employer's Agent/ Purchaser's Representative/Contract Administrator
14. To liaise with the externally appointed Employer's Agent/Purchasers Representative/Contract Administrator on behalf of the Client
15. To attend project team meetings and post-contract site meetings as required.
16. To liaise with the Project Officer and Contractor to ensure that:-
 - acceptable standards are achieved on site
 - costs are kept within budget
 - handover of properties to the Client are undertaken
 - Any defects are reported as required by the Client during DLP
17. Liaise as appropriate with all parties to achieve final completion of all schemes.
18. To prepare, issue and check Collateral Warranties for Consultants, Contractors, Specialist Suppliers, Sub Contractors and Funders.
19. Provide assistance to the Client to enable them to maintain their standard documentation to include:-
 - a. Design Brief
 - b. Contract Preliminaries
 - c. Scheme Specification
 - d. Contract Sum Analysis
 - e. Collateral Warranties

- f. Policies and Procedures
- 20. In consultation with the Senior Development Surveyor/ Project Manager, review and record the performance of consultants and contractors for completed development schemes.
- 21. To attend Client liaison meetings as required.
- 22. Liaise with the Senior Development Surveyor / Project Manager in the preparation of Reports for the Client organisation as appropriate.
- 23. To prepare WAG scheme and grant submissions for signature by Clients.
- 24. To provide necessary information to assist in the preparation of development cash-flow projections for Clients.
- 25. To liaise with the Client in connection with the payment of all invoices and Certificates for Payment.
- 26. Deputise for the Senior Development Surveyor / Project Manager as required.
- 27. Any other duties and tasks which are considered reasonable to be undertaken within the scope of your responsibilities and may be requested from time to time by the Project Manager or the Director of Development Services.

PERSON SPECIFICATION: DEVELOPMENT SURVEYOR

	ESSENTIAL	DESIRABLE
QUALIFICATIONS	Working towards or having obtained a suitable qualification in the building/surveying industry	Professional Qualification eg RICS or in the process of working towards obtaining a professional qualification
WORK EXPERIENCE	At least three years' experience of working in a similar role	At least three years' experience of working in a similar role of the Development Department of a Housing Association
SKILLS	Communication Numeracy Administration Organisational Good sound technical knowledge of building construction	Negotiation with consultants, solicitors, local authority officers and other professionals. Computer literate
SPECIAL APTITUDES	Willingness and ability to work effectively under pressure Ability to work as a member of a team.	Willingness and ability to adapt to changing work loads and changing requirements of a job
OTHER REQUIREMENTS	Full, clean driving licence and use of own vehicle	*****