



Special Projects Project Surveyor – Person Specification

| What are we looking for? | | How will we check it? |
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| Experience | <ul style="list-style-type: none"> Degree or NVQ in Building Surveying, Building Engineering, Construction Management, or a related field. Chartered status with RICS (Royal Institution of Chartered Surveyors), CIOB (Chartered Institute of Building), or an equivalent professional body. | Application, interview |
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| Desirable Qualifications: | <ul style="list-style-type: none"> Fire safety-specific certifications (e.g., Level 4 Diploma in Fire Safety, NEBOSH Fire Certificate, Full Membership of the Institution of Fire Engineers (IFE)). Building Control Qualification (e.g., Level 5 Building Control Surveying Diploma) | Application, interview |
| | <ul style="list-style-type: none"> Experience in diary management and programming off work streams. | Application, interview |
| | <ul style="list-style-type: none"> Strong administrative and ability to work across varied work streams. | Application, interview |

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| Essential Knowledge, Skills & Abilities | <ul style="list-style-type: none"> • Demonstrated expertise in conducting structural, condition, and measured surveys, including related services like investigative reports or other supplementary statutory requirement documentation. • Experience in overseeing multi-disciplinary teams for complex construction or remediation projects. • Proven history of adhering to CDM (Construction Design and Management) regulations in the Client role. • Able to organise own workload and that of others and working to deadlines • Knowledge of Latent Defect claims management. • Proven engagement with large-scale stakeholder communication, including residents and commercial tenants. | Application, interview |
| Desirable | <ul style="list-style-type: none"> • Significant experience managing cladding remediation projects and major refurbishment works from inception to completion. | Application, interview |
| Technical Proficiency | <ul style="list-style-type: none"> • Comprehensive understanding of cladding systems, fire safety standards, and building regulations for residential accommodation. • Expertise in administering JCT Contracts (including IFC, Measured Term Contracts, and TPC Suite). | Application, interview |
| | <ul style="list-style-type: none"> • Advanced project management skills, including risk mitigation, cost control, and quality assurance. | Application, interview |

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| Communication and Collaboration | <ul style="list-style-type: none"> • Ability to articulate technical solutions to diverse stakeholders, including residents, tenants, and professional teams. • Exceptional written and verbal communication skills, with experience in preparing reports for senior leadership and external committees and consultants. | Application, interview |
| | <ul style="list-style-type: none"> • Ability to use a range of IT systems (e.g. Microsoft Office package, Dynamics database, IPOS payment system) at intermediate level and a willingness to learn to use new applications. Ability to use word, excel and Power Point, • An understanding of computerised invoice processing systems and the ability to reconcile supplier accounts. | Application, interview |
| | <ul style="list-style-type: none"> • Excellent customer services skills, with ability to coordinate and communicate with customers and external bodies, with an ability to express yourself clearly. | Application, interview |
| Compliance and Safety Knowledge | <ul style="list-style-type: none"> • Familiarity with health and safety standards specific to construction and remediation works. • Robust understanding of legal practices to protect organizational interests in relation to latent defects. | Application, interview |
| | <ul style="list-style-type: none"> • An understanding of Disrepair issues relating to maintenance of properties. | Application, interview |
| | <ul style="list-style-type: none"> • Proactive and prepared to work independently and intelligently exercise your own judgment with minimal supervision always adopting a can-do attitude. | Application, interview |
| | <ul style="list-style-type: none"> • To have a flexible approach to work to ensure deadlines are always met and updates are communicated on a consistent and regular basis. | Application, interview |
| | <ul style="list-style-type: none"> • You will be comfortable taking a collaborative and collegiate approach to matters, recognising that one can always learn new skills as well as imparting knowledge to others. | Application, interview |

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| Competencies | <ul style="list-style-type: none"> You work hard to meet objectives and deliver all your work accurately and in line with Trust Newlon and other performance standards. | Application, interview |
| Achieving results and quality focus | <ul style="list-style-type: none"> Highly organised and detail-oriented, with the ability to prioritise tasks effectively under pressure. | Application, interview |
| | <ul style="list-style-type: none"> Proactive problem-solver, with a dedication to maintaining compliance and high-quality outcomes. | Application, interview |
| Financial/ Numeric Awareness | <ul style="list-style-type: none"> You are able to enter numerical data accurately and carry out complex calculations and checks. | Application, interview |
| Customer focus | <ul style="list-style-type: none"> You demonstrate a high level of customer care by working to achieve the Newlon Gold performance standards. with a strong commitment to delivering excellence in service. | Application, interview |
| Communication | <ul style="list-style-type: none"> Ability to interpreted complex information. Communicate clearly and accurately and in a respectful, empathetic and upbeat manner whether you are writing or speaking. | Application, interview |
| Working with others | <ul style="list-style-type: none"> You develop good working relationships with team members, others in the organisation and external suppliers and collaborate with them to deliver an excellent service. | Application, interview |
| | <ul style="list-style-type: none"> Collaborative leader, capable of mentoring team members and fostering positive working relationships. | Application, interview |
| Planning and organising | <ul style="list-style-type: none"> You prioritise your workload according to agreed procedures and work systematically through tasks to meet agreed deadlines. | Application, interview |