

Job Description

JOB TITLE:	Special Projects Quantity Surveyor – Major Latent Defects
LOCATION:	Newlon House, London
SALARY:	£62,910 per annum plus eligibility for performance related bonus
RESPONSIBLE FOR:	Construction Quality Manager
REPORTING TO:	Assistant Director – Major Projects

A MAIN OBJECTIVES

The Quantity Surveyor will oversee cost and contract management for major latent defects and cladding/fire safety remediation projects for all projects under Special Projects. The role requires meticulous budget oversight, a strong understanding of construction contracts, and the ability to ensure value for money while maintaining compliance with statutory and safety standards.

Duties and Responsibilities:

- To contribute to the effective management of the service area's budget and implement cost control measures. Manage budgets and monitor accounts, providing information as required to the Assistant Director and Head of Special Projects. Closely monitor fees for all projects undertaken by the Consultants on a regular basis.

- Ensure that the group does not overspend its fee allocation and take corrective measures, as necessary. Ensure that individuals within the Special Projects work within their time and budget allocations, which includes updating time sheet regularly.
- To provide technical expertise to the Special Projects Team as required in order to identify best-practice solutions to construction related issues in order to provide the best possible outcomes for Newlon's housing and non-housing stock and keep abreast of industry developments and innovations.
- To contribute to the overall development and review of strategies, the Performance Management Framework and Business Delivery Plans for Newlon. To support the value for money and efficiency agenda being fully implemented and embedded across Newlon.
- To contribute to the ongoing management of the Special Projects Team contracts and the procurement of Fire Remediation Programme contracts worth approximately £230m over next 10 years, including evaluating expressions of interest, tender bids, marking bid documents, sitting on interview panels and conducting site visits.
- To provide professional advice, guidance and options on a range of issues including policy, commercial input and project management matters to the Assistant Director, Head of Special Projects and Special Project Surveyors. To ensure statutory compliance and to ensure programmes are delivered on time and to quality and cost. Ensure that costs for building works are implemented in accordance with the terms of the contract and that all statutory duties, which fall within relevant service areas, are met.
- To contribute to reports for Committee hearings and present on behalf of Directors and Heads of Service, as required concerning Fire Safety Remediation Programme works.
- To provide positive, effective and innovative leadership to the employees within Special Projects in order to empower and motivate them to develop new skills and embrace service change through a performance management framework and to check and sign off documents and responses produced by the team members to check before final issue.
- Provide cost control/quantity surveying service to all Special Projects Team and to other stakeholders, i.e. the Finance department and Asset Management.
- To manage and direct staff, ensuring that they operate efficiently and flexibly and are orientated towards meeting the needs of external customers/tenants and internal colleagues. To maintain high levels of attendance, motivation and discipline within the service, in accordance with Newlon policies and procedures.
- To provide regular performance management information on the Special Project Surveyors and consultants as required by Newlon Performance Management Framework.
- Where contractual disputes or First Tier Tribunals (FTT) occur, provide advice and information to colleagues within the department but also across Newlon, in particular legal and finance teams.

- To support the development and review of relevant policies, strategies, procedures, business plans and performance management frameworks and to ensure that the latter is embedded at all levels within the post holder's service area.
- To provide accurate and relevant performance management information for the senior management team, staff and tenants as required and within set deadlines.
- To maximize service and financial efficiency through the promotion and use of accurate and timely documentation relating to the delivery of the Fire Safety Remediation Programme, including appropriate utilization of IT systems, performance reports and management data.
- To represent and attend any meetings with the Assistant Director of Major Works or external partners as required
- To ensure that Fire Safety Programme is delivered to the highest quality and meet our value-for-money criteria at all times and hold regular calls with contractors to monitor their progress and performance. Develop and undertake Life Cycle cost exercises for a variety of different components as and when required.
- To carry out regular monitoring of the performance of the team, consultants and contractors, make management decisions based on this performance to ensure high quality of performance levels are achieved.
- To deal with complaints, grievances and workplace resolution cases, including investigations as directed and if necessary instigate disciplinary or competency procedures.
- To support equality and diversity, by ensuring that services are accessible, modelling best practice and creating a culture where employees, partners, service users and other stakeholder's are treated with dignity and respect.
- To support health and safety across the service, by modelling best practice, ensuring that the service area adopts safe systems of work and that employees are trained and competent to undertake their duties. To take account of your own and other team members health and wellbeing and address any safety concerns raised.
- To ensure appropriate practices are adopted across the service area for the storage, handling and destruction of sensitive personal data in accordance with General Data Protection Rules and Document Retention Policies and to follow best practice principles in your own areas of work.
- To contribute to the development of a learning culture within Newlon by identifying opportunities for learning, demonstrating commitment to own personal development, taking an active part in the appraisal process, providing coaching, feedback and training and creating a supportive environment where people can do their best and achieve their potential.
- To promote, build and maintain effective working relationships with colleagues and managers, external partners and stakeholders, multi-agency working groups to ensure the effectiveness of the service.

B SPECIFIC TASKS AND RESPONSIBILITIES

<u>Key Tasks and Responsibilities</u>	<u>Performance Standards</u>
<p>1. To oversee and manage all aspects of work relating to dealing with latent defects and major remedial works projects, with the support the Assistant Director.</p> <p>To successfully project manage individual remedial works packages to individual buildings.</p>	<p>Contract Administration and Compliance:</p> <ul style="list-style-type: none"> • Administer contracts effectively, ensuring compliance with all contractual and statutory obligations, particularly regarding fire safety-related works. • Understand the impact of Defects and Defects Liability Periods (DLPs) on construction contracts, and monitor contractor performance accordingly. • Navigate and manage payment schedules, including Valuation Dates, Due Dates, and Final Dates for Payment. <p>Cost Management:</p> <ul style="list-style-type: none"> • Prepare, monitor, and maintain project budgets and cashflows, ensuring alignment with project schedules. • Track and report on legal and project expenditure and revenue using Project Status Forms (PSFs). • Handle provisional sums, PC sums, and approximate quantities, ensuring they are accurately reflected in valuations and forecasts. • Monitor the impact of liquidated damages (LADs) and ensure they are appropriately applied where applicable.
<p>2. To procure and manage construction and service contracts for Consultants and Contractors for major defect projects.</p>	<p>Procurement and Valuations:</p> <ul style="list-style-type: none"> • Assist selecting the appropriate procurement routes for each project, ensuring alignment with organisational objectives and project complexity. • Manage valuations, oversee payment applications, and ensure payments are processed accurately and on time. •

<u>Key Tasks and Responsibilities</u>		<u>Performance Standards</u>
		Risk and Schedule Management: <ul style="list-style-type: none"> Track project progress and milestones, ensuring timelines are met and risks are proactively mitigated with CQM's. Develop and maintain realistic schedules that reflect project requirements and constraints.
3.	To liaise with residents and stakeholders on major defects projects, including dealing with complaints.	Stakeholder and Team Collaboration: <ul style="list-style-type: none"> Work closely with Project Surveyors to oversee cashflows and ensure financial clarity across all projects. Liaise with contractors, consultants, and stakeholders to maintain open lines of communication and address project needs.
4.	To achieve a high quality cost effective project delivery for Newlon and its residents	Reporting and Documentation <ul style="list-style-type: none"> Provide clear, accurate reports on contract performance, budget tracking, and compliance. Maintain meticulous records of project transactions, correspondence, and key decisions.
5.	To ensure that exposure to risk from a Health and Safety or Statutory Compliance failure is minimised.	Quality Assurance and Continuous Improvement: <ul style="list-style-type: none"> Regularly review project workflows to identify areas for improvement. Ensure adherence to best practices in cost management and construction procurement.
6.	To be part of Newlon's Property management team.	Team Collaboration and Reporting <ul style="list-style-type: none"> Participate in property team meetings, contributing to strategies, budgets, and funding bids. Prepare reports at scheduled intervals for senior and executive committees and assist in service improvement plans.
No job description can cover every issue which may arise within the post and the post-holder is expected to carry out other duties from time to time which are broadly consistent with those in this document.		

