

Job Description

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| JOB TITLE: | Special Projects Project Surveyor – Cladding and Fire Specialist |
| LOCATION: | Newlon House, London |
| SALARY: | £61,275 pa plus up to 5% performance bonus |
| REPORTING TO: | Head of Special Projects and indirectly Assistant Director – Major Projects |

A MAIN OBJECTIVES

To provide excellent front line customer service by working in partnership with internal and external stakeholders to ensure our customers' needs are met and the departmental/team objectives are achieved. Effectively and professionally deliver Latent Defect Projects, with a focus on cladding and fire safety, ensuring financial performance and high levels of customer satisfaction, quality and value for money are achieved. The role emphasises technical proficiency, project management, and stakeholder collaboration to ensure compliance, quality, and customer satisfaction.

Provide regular out of hours meeting updates to Residents and Stakeholders, this is a compulsory part of this role and will require working evenings and possibly occasional weekends when required to do so

Main Duties and Responsibilities of the Role:

- Responsible for providing support and monitoring of day-to-day running of remediation projects assigned:
- Assist in programme Leadership:
- Lead managing Project Management:
- Ensure Technical Coordination:
- Liaise with Stakeholders and lead on Engagement:
- Procurement and Contract Management:
- Monitor Compliance and Safety:
- Participate in Team Collaboration and Reporting
- Support Development and Leadership

B SPECIFIC TASKS AND RESPONSIBILITIES

| <u>Key Tasks and Responsibilities</u> | | <u>Performance Standards</u> |
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| 1. | To oversee and manage all aspects of work relating to dealing with latent defects and major remedial works projects, with the support of The Head of Special Projects. | Programme Leadership <ul style="list-style-type: none">• Assist in planning, developing, and implementing major remedial works programmes focused on cladding and fire safety and other latent defects.• Develop and monitor a comprehensive programme of projects to mitigate identified defects.• Foster a customer and quality focused approach in programme delivery. |

| <u>Key Tasks and Responsibilities</u> | | <u>Performance Standards</u> |
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| | To successfully project manage individual remedial works packages to individual buildings. | Project Management <ul style="list-style-type: none"> • Lead managing remedial works packages, ensuring time, cost, and quality objectives are met. • Identify and mitigate project risks through robust planning and tracking. • Build and manage multi-disciplinary consultant teams, ensuring effective collaboration and motivation. |
| 2. | To procure and manage construction and service contracts for Consultants and Contractors for major defect projects. | Technical Coordination: <ul style="list-style-type: none"> • Ensure all works comply with relevant standards and regulations, particularly fire safety standard under building regulation compliance. • Oversee technical solutions, ensuring robust and cost-effective delivery. |
| 3. | To liaise with residents and stakeholders on major defects projects, including dealing with complaints. | Stakeholder Engagement: <ul style="list-style-type: none"> • Liaise with residents, and commercial tenants, and other stakeholders to provide timely updates. • Address customer complaints appropriately and within required timescales. Also facilitate access or decanting for works as required. • Provide technical advice to colleagues and stakeholders. |

| <u>Key Tasks and Responsibilities</u> | | <u>Performance Standards</u> |
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| | | <ul style="list-style-type: none"> • Provide regular out of hours meeting updates to Residents and Stakeholders, this is a compulsory part of this role and will require working evenings and weekends where required to do so. • Effectively manage relationships with key stakeholders, contract partnerships and supply chain to ensure contractual, procurement, statutory and regulatory compliance. |
| 4. | To achieve a high quality cost effective project delivery for Newlon and its residents | Procurement and Contract Management <ul style="list-style-type: none"> • Procure and manage construction and consultancy contracts, ensuring value for money and adherence to Newlon's policies. • Monitor contractor performance and manage project documentation, including handover of O&M manuals and health and safety files. |
| 5. | To ensure that exposure to risk from a Health and Safety or Statutory Compliance failure is minimised. | Compliance and Safety <ul style="list-style-type: none"> • Monitor health and safety related processes and issues related to remedial works. • Ensure contractors adhere to statutory compliance and internal safety procedures. • Follow Newlon Health and Safety policies and procedures to ensure, as far as is practicable, your own safety and that of others in the workplace |
| 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. |

| <u>Key Tasks and Responsibilities</u> | | <u>Performance Standards</u> |
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| | | <ul style="list-style-type: none"> • Prepare reports at scheduled intervals for senior and executive committees and assist in service improvement plans. • Basic understanding of Legal Practices for Latent Defect claims and be able to assist the Special Projects General Counsel with case tasks as and when required to do so. |

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.