

## Special Projects Surveyor – Person Specification

<i>What are we looking for?</i>	
<b>Experience</b>	<ul style="list-style-type: none"> <li>Degree or NVQ in Building Surveying, Building Engineering, Construction Management, or a related field.</li> <li>10 years extensive experience in managing multiple projects in this field</li> </ul>
<b>Desirable Qualifications:</b>	<ul style="list-style-type: none"> <li>Chartered status with RICS (Royal Institution of Chartered Surveyors), CIOB (Chartered Institute of Building), or an equivalent professional body or on route to Chartered status will be considered</li> </ul>
	<ul style="list-style-type: none"> <li>Fire safety-specific certifications (e.g., Level 4 Diploma in Fire Safety, NEBOSH Fire Certificate, Full Membership of the Institution of Fire Engineers (IFE)).</li> </ul>
	<ul style="list-style-type: none"> <li>Building Control Qualification (e.g., Level 5 Building Control Surveying Diploma)</li> </ul>
	<ul style="list-style-type: none"> <li>Experience in diary management and programming off work streams.</li> </ul>
	<ul style="list-style-type: none"> <li>Strong administrative and ability to work across varied work streams.</li> </ul>

<b>Essential Knowledge, Skills &amp; Abilities</b>	<ul style="list-style-type: none"> <li>• Demonstrated expertise in contract administration duties in complex projects from a building surveying background and have a strong understanding of regulatory and building safety requirements</li> <li>• Experience in overseeing multi-disciplinary consultants for complex construction or remediation projects.</li> <li>• Proven history of adhering to CDM (Construction Design and Management) regulations in the Client role.</li> <li>• Able to organise own workload and that of consultants whilst working to deadlines</li> <li>• Proven engagement with large-scale stakeholder communication, including residents and commercial tenants.</li> </ul>
<b>Desirable</b>	<ul style="list-style-type: none"> <li>• Experience managing cladding remediation projects and major refurbishment works from inception to completion.</li> </ul>
<b>Technical Proficiency</b>	<ul style="list-style-type: none"> <li>• Understanding of cladding systems, fire safety standards, and building regulations for residential accommodation.</li> <li>• Expertise in administering and tendering public JCT Contracts (including IFC, Measured Term Contracts, and TPC Suite).</li> </ul>
	<ul style="list-style-type: none"> <li>• Advanced project management skills, including risk mitigation, cost control, and quality assurance.</li> </ul>
<b>Communication and Collaboration</b>	<ul style="list-style-type: none"> <li>• Ability to articulate technical solutions to diverse stakeholders, including residents, tenants, and professional teams.</li> <li>• Exceptional written and verbal communication skills, with experience in preparing reports for senior leadership and external committees and consultants.</li> </ul>

	<ul style="list-style-type: none"> <li>• 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,</li> <li>• An understanding of computerised invoice processing systems and the ability to reconcile supplier accounts.</li> </ul>
	<ul style="list-style-type: none"> <li>• Excellent customer services skills, with ability to coordinate and communicate with customers and external bodies, with an ability to express yourself clearly.</li> </ul>
<b>Compliance and Safety Knowledge</b>	<ul style="list-style-type: none"> <li>• Familiarity with health and safety standards specific to construction and remediation works.</li> </ul>
	<ul style="list-style-type: none"> <li>• An understanding of Disrepair issues relating to maintenance of properties.</li> </ul>
<b>Compliance and Safety Knowledge</b>	<ul style="list-style-type: none"> <li>• Proactive and prepared to work independently and intelligently exercise your own judgment with minimal supervision always adopting a can-do attitude.</li> </ul>
	<ul style="list-style-type: none"> <li>• To have a flexible approach to work to ensure deadlines are always met and updates are communicated on a consistent and regular basis.</li> </ul>
	<ul style="list-style-type: none"> <li>• 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.</li> </ul>
<b>Competencies</b>	<ul style="list-style-type: none"> <li>• You work hard to meet objectives and deliver all your work accurately and in line with Trust Newlon and other performance standards.</li> </ul>
<b>Achieving results and quality focus</b>	<ul style="list-style-type: none"> <li>• Highly organised and detail-oriented, with the ability to prioritise tasks effectively under pressure.</li> </ul>
	<ul style="list-style-type: none"> <li>• Proactive problem-solver, with a dedication to maintaining compliance and high-quality outcomes.</li> </ul>
<b>Financial/ Numeric Awareness</b>	<ul style="list-style-type: none"> <li>• You are able to enter numerical data accurately and carry out complex calculations and checks.</li> </ul>
<b>Customer focus</b>	<ul style="list-style-type: none"> <li>• You demonstrate a high level of customer care by working to achieve the Trust Newlon standards with a strong commitment to delivering excellence in service.</li> </ul>

<b>Communication</b>	<ul style="list-style-type: none"> <li>• Ability to interpret complex information. Communicate clearly and accurately and in a respectful, empathetic and upbeat manner whether you are writing or speaking.</li> </ul>
<b>Working with others</b>	<ul style="list-style-type: none"> <li>• You develop good working relationships with team members, others in the organisation and external suppliers and collaborate with them to deliver an excellent service.</li> </ul>
	<ul style="list-style-type: none"> <li>• Collaborative leader, capable of mentoring team members and fostering positive working relationships.</li> </ul>
<b>Planning and organising</b>	<ul style="list-style-type: none"> <li>• You prioritise your workload according to agreed procedures and work systematically through tasks to meet agreed deadlines.</li> </ul>