



Role: Programme Works Surveyor (Fixed Term- 6 Months) - Munster

Location of Employment: Phoenix House, Castle Street, D2

Job Title: Programme Works Surveyor

Reporting to: Head of Property Services

Contract: fixed term contract

Salary: €37,952 - €50,964

Grade: Grade 3

Location: Munster [Specifically – Cork, Tipperary, Limerick and Waterford] The successful candidate will work independently and report to the Head of Property Services in our Dublin Head Office

Probation: 6 months

Pension: None

Hours: 39 hours worked over 5 days

Leave: 25 days

Travel: The post requires a valid driving licence and the use of a car for business purposes Mileage Allowance Operates. Class 1 Insurance is required.

CVHA has been a leading provider of social housing in Ireland since 2006 and now manages and/ or owns approx. 1,700 homes in Dublin and surrounding counties. Currently employing 30+ staff, we have an ambitious growth programme in response to the need for more housing for those who cannot afford to provide their own. Our vision is to make a difference by providing quality housing to those in housing need.

The Property Services team is responsible for ensuring our customers continue to live in high quality homes through the delivery of comprehensive and effective asset management services. In addition, it leads on the delivery of managing agent services to a number of Owners Management Companies (OMCs). Whilst our focus may be the “bricks and mortar”, we recognise the need to design our services to meet our current and future customers’ needs, offering choice where possible and ensuring that our tenants and their families always enjoy warm, safe and affordable homes.

As a Project Surveyor, you will be key to ensuring our Asset Management Strategy is effectively delivered. Working nationally with external stakeholders, contractors and colleagues across the business, you will ensure the high quality of our property services. You will achieve this through working closely with various stakeholders, managing the quality of our investment programme contracts, completing stock condition surveys, upgrading homes, ensuring value for money and ongoing safety of tenants and staff alike.

Role: Programmed Works Surveyor (Fixed Term)

Role Overview:

To work with the Head of Property Services to ensure all property services and programmes of work are delivered to a high quality across all our homes and estates. The role is varied and may include property surveys, contractor procurement & management, stock condition surveys, defect diagnosis, clerk of work services, snagging and tendering. Much of the work will be focused on the refurbishment of empty homes, however, at times the work will be in people's homes and will require empathy, respect and diplomacy at all times.

Reporting to: Head of Property Services

Key responsibilities

Specifications/ tenders/ contract management

- Lead on the specification, tendering and appointment of contractors and construction professionals alike for programmes or work and refurbishment projects.
- The procurement and management of national planned programme and refurbishment contracts. Liaise with key stakeholders, tenants, Housing Management colleagues and contractors on planned programmes at all stages from programme design to completion.
- Engaging with recruiting contractors for the delivery of planned programmes and refurbishment projects.
- Ensure the delivery of all contracts in terms of quality, price and time.
- Ensure all programmes are delivered in line with all health and safety requirements.
- Maintain effective site records and report on any potential budget overruns, quality issues or time delays.
- Carry out regular quality checks, ensuring delivery of works in line with specification and approve any invoices in line with CVHA's internal financial procedures
- Report on all contract progress as required.

Programmed Works

- Work closely with the Property Service and Housing Management colleagues to support the delivery of a high-quality programmed works delivery.
- The completion and proper recording of Risk Assessments in conjunction with daily work activities.
- The surveying of the properties and preparation of the work schedule for the correction of the maintenance defect.
- The delivery of the required and approved maintenance service to the property
- The inspection of Empty Homes and the preparation of a works schedule for the correction of identified defects.
- The evaluation of contractors Risk Assessments and Method Statements in relation to works assigned to them.
- The monitoring of Health & Safety on site and the proper recording of inspections undertaken.
- The preparation of programme works budgets and the monitoring of costs in respect to the delivery of projects.
- The monitoring, review and authorisation of variations in works schedules.
- The review and approval of project related valuations and invoices within authorised approval levels.
- The proper recording of all works completed and invoices relevant to the works.
- Liaising with and instructing contractors to undertake works within the delegated authorisation limits.
- To prepare a cyclical maintenance programme for the Circle VHA properties.
- The evaluation of quotes and tenders submitted by external contractors for required works.
- The inspection and snagging of works completed by external contractors on designated properties.
- Respond to Tenant Services Officers, contractor or tenant requests to inspect property related issues where technical input is required.
- Inspect and prepare reports/ specifications on defects and other property condition issues including.
- the development of remedial specifications, tendering and contract supervision.
- Monitoring of contractor performance by way of Key Performance Indicators.
- Make service improvement recommendations to the Head of Property Services.

Stock Condition Survey

- To survey a range of properties according to a predetermined programme
- Verify current stock condition of the properties and identify all necessary attribute information
- Update management information system accordingly
- Validate all asset related data currently held

Surveying

- To undertake a range of surveying duties to the CVHA stock

- Carry out a range of surveys to include Condition Surveys and Snag Lists, etc., providing comprehensive reports for same
- Offer advice and support to customers and other non-technical staff

Other

- Provide support to the Head of Property Services as required
- Support and offer advice to local Tenant Services Officers and scheme based staff
- Attend tenant association meetings as required

General

- To fulfil all care and high standards regarding both CVHA' s and your own health and safety obligations.
- To positively promote the Association in all activities
- To exercise discretion in all aspects of the role
- To maintain the necessary level of competence
- Any other duties which are consistent with your role

Key competencies required in the role

- **Customer care management**
- **Commitment**
- **Strong organisation skills**
- **Solutions focused**
- **Company focus**
- **Influencing and negotiation skills**
- **Team Work**
- **Brand integrity**
- **IT Skills**
- **Communication Skills**

Person Specification

Key Skills	Essential	Desirable
Candidates will be shortlisted based on <u>illustrating in their application that they fulfil the following criteria.</u> Examples that demonstrate the ability to fulfil the criteria should be included as well as the above competencies.		

Education / Qualifications		
<ul style="list-style-type: none"> • Minimum of Degree required in Building Surveying or related area or significant construction related experience including site and contract supervision 	✓	
<ul style="list-style-type: none"> • Managing Safely in Construction Certification 		✓
<ul style="list-style-type: none"> • Willingness to undertake professional development 	✓	
Knowledge / Skills		
<ul style="list-style-type: none"> • Specialist role related knowledge, especially building surveying, contract management & building pathology 	✓	
<ul style="list-style-type: none"> • Knowledge of Health and Safety legislation and compliance within a construction setting 	✓	
<ul style="list-style-type: none"> • Communication skills –verbal and written, report writing, presentation 	✓	
<ul style="list-style-type: none"> • To plan and organise at organisational and personal level 	✓	
<ul style="list-style-type: none"> • I.T skills to intermediate level 	✓	
<ul style="list-style-type: none"> • Attention to detail 	✓	
<ul style="list-style-type: none"> • Financial control and budget management skills 	✓	
<ul style="list-style-type: none"> • Problem solving 	✓	
<ul style="list-style-type: none"> • Ability to work with people showing empathy and discretion 	✓	
Experience		
<ul style="list-style-type: none"> • 1 Years' experience with suitable qualification or 5 years without 	✓	
<ul style="list-style-type: none"> • Project management 		✓
<ul style="list-style-type: none"> • Supervising on-site work programmes 		✓
<ul style="list-style-type: none"> • Experience of contract management in the construction industry 		✓