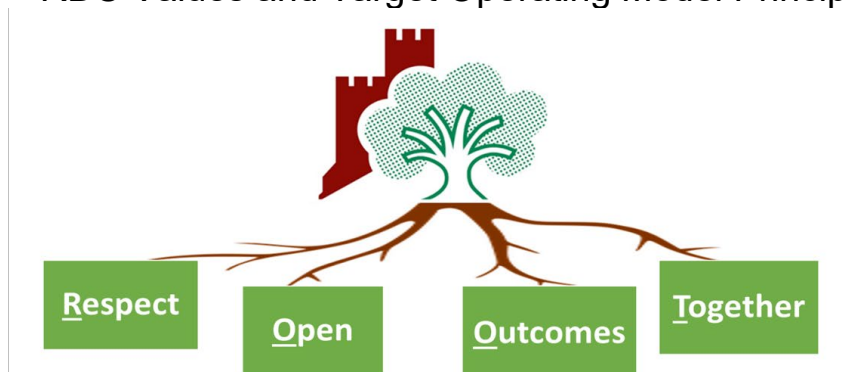


JOB DESCRIPTION



DIRECTORATE	Deputy Chief Executive Officer (DCEO)
SERVICE	Corporate Development Team (CDT)
POST NUMBER	TBC
POST TITLE	Development Surveyor
POST GRADE	Local Salary Scale PO3
CONDITIONS OF SERVICE	National Joint Council (NJC) for Local Government Services as amended locally
RESPONSIBLE TO	Development Strategic Lead
RESPONSIBLE FOR	Development Finance Manager, Development Deputy Finance manager and Development Surveyor (Trainee)
JOB PURPOSE	To have overall responsibility for client-side financial management and contract administration of construction and development projects. Responsible for procurement and management of budgets and contracts, producing cost budgets, advising on value engineering and responsibility for tendering and selection of consultants, contractors and suppliers, including drafting agreements.

RDC Values and Target Operating Model Principles



- **Efficient and effective** (systems and resources evidencing Value for Money; Return on Investment – a commercial mindset)
- **Empowering** (timely decisions at the right level – proportionate governance)
- **Focussed on customer outcomes and early intervention** (evidence-led decision making and resource allocation)
- **A Community Leader** (influencing stakeholders, driving delivery with partners)

MAIN AREAS OF WORK	
1	Assist with preparation and implementation of commercial delivery strategy for development projects.
2	Tendering and selection of contractors and material supplies, including drafting of agreements in consultation with Legal advice, using pre-set templates where available.
3	Oversee and ensure the proper financial management and administration of development/ construction projects.
4	Work in accordance Rother District Council (RDC) and Public Procurement Regulations.
5	Assist in the production of construction budgets and estimating functions in relation to the Council's construction and development projects.
6	Prepare, monitor, update and report on cash flow in relation to the Council's construction and development projects.
7	Be responsible for the financial management of accounts including procurement, placing contracts, management of variations, management of payment process, agreement of final accounts and reporting in accordance with RDC process and procedures.
8	Generally ensure value for money is always achieved through robust financial management, cost control, contract administration and value engineering.
9	Management of claims and accurate and timely reporting of claim occurrences.
10	Participate in the risk management process including providing financial information to the risk management schedules and provision of advice on risk mitigation.
11	Review and authorise internal and external invoices related to projects.
12	Capture, record and report on all financial/commercial performance data.
13	Work alongside the Project Manager as part of a Project Team to ensure outcomes are achieved and to realise value for money.
14	Line management responsibility for the Development Finance Manager, Development Deputy Finance manager and Development Surveyor (Trainee).
15	When required and as part of flexible working – to work within other Services and Directorates in support of the Council's overall objectives and projects
16	Co-operate with Managers in implementing the Council's Health and Safety Policy. The responsibilities of members of staff in respect of this are set out in the Council's Health and Safety Manual.
17	To undertake any other duties for which the post holder is competent and which the Head of Service considers necessary for the effective and efficient delivery of the Service.

Colleagues are expected to demonstrate our Values and Behaviours –

RDC Value	Behaviour	Description
Respect	Professional	Maintaining high standards – in line with professional/regulatory requirements and Nolan principles*
	Value others	Ensures that people are given opportunity to contribute, appreciate and acknowledge that contribution
	Empowering	Enabling and encouraging people to influence and make decisions

<u>O</u>pen	Trusting	Rely on and put confidence in others to do as they say
	Listening	Makes time to hear what people are saying, checks understanding
	Feeding back	Sharing observations and perception to improve understanding and performance
<u>O</u>utcomes	Responsible	Being accountable and reliable, doing what you have said you will do
	Innovative	Creating and trying new ways of doing things
	Prioritises	Organise, clarify what is most important and focus on that
<u>T</u>ogether	Communicates	Shares information in an accessible and timely way with people who need to know
	Collaborates	Cooperates, identifies, and brings in people to work together
	Relationship focus	Taking time to build connections and get to know other people

PERSON SPECIFICATION



POST TITLE	Development Surveyor	
DIRECTORATE	Deputy Chief Executive Officer (DCEO)	
SERVICE	Corporate Development Team (CDT)	
POST GRADE	Local Salary Scale PO3	
	Essential	Desirable
Qualifications		
A degree and / or equivalent professional qualification in an appropriate subject (Quantity Surveying, RICS, ICE etc).	X	
Experience		
Relevant experience and knowledge of development and contracting within a similar role, on projects of similar scale and complexity.	X	
Specific knowledge and experience working with different forms of Construction Contract including JCT and NEC suite of contracts.	X	
Able to demonstrate excellent understanding of procurement, letting of contracts, cost management, cost reporting, cash flow production and reporting.	X	
An understanding and experience of Public Sector procurement rules and processes.		X
Clear understanding of contract documents and obligations within the construction and development sector.	X	
Proven ability to manage budgets with a high degree of accuracy.	X	
Knowledge of contract administration and legal matters in relation to construction and development.	X	
Be an effective negotiator with the ability to manage complex commercial matters.	X	
IT literate, expertise in Microsoft Office package (especially Excel and Word).	X	
Excellent written and verbal communication skills and the ability to disseminate complex financial information.	X	
Sound technical health and safety knowledge in relation to construction industry would be desirable.		X
Ability to lead and motivate staff.		X
Experience of working in a local government environment.		X
Skills and Abilities		
Effective business and project planning	X	
Ability to communicate well and influence at a senior level	X	
Ability to draft agreements and contracts	X	
Financial appraisal and cash flow management	X	
Excellent negotiation and influencing skills	X	
Budget management and cost control	X	
Time management	X	
Ability to lead on wide ranging projects and to co-ordinate a multi-disciplinary team	X	
Ability to work under pressure and deal with unforeseen	X	

and urgent demands		
Ability to successfully pass relevant professional qualifications	X	
Training		
Managing contracts and strategic commissioning		X
MS Office		X
Risk Management / Health & Safety		X
Knowledge		
Understanding of the Public Procurement Regulations 2015 and the Procurement Act 2023	X	
Property development appraisal techniques	X	
Understanding of property law and practice	X	
Good understanding of financial appraisal, budget management and cash flow processes	X	
Good understanding of the 'due diligence' process and risk management		X
Familiarity with technical specifications, contract tenders and briefing documents	X	

August 2024

Development Surveyor – Terms of Reference

1. Purpose

The purpose of the Development Surveyor role is to ensure financial delivery, management and reporting of individual projects within the Council's Development Programme in accordance with the parameters set by Cabinet and the Corporate Programme Board. The role will provide day-to-day oversight and management of one or more projects, overseeing all aspects of delivery and reporting back to the Development Strategic Lead (DSL) and Development Finance Manager (DFM). The Project Surveyor may have responsibility for one or more projects.

2. Roles and Responsibilities

The Project Surveyor has responsibility for the day-to-day financial management and reporting of a project.

The Surveyor will:

- Support the Corporate Development Team (CDT) to procure, coordinate and manage professional consultants and contractors to realise and implement the Cabinet-approved Project Brief, Business Plan and Budget.
- Manage project finances ensuring they are controlled, reported and consolidated into a consistent reporting format.
- Be responsible for all aspects of contract administration including the preparation, placement, monitoring and variation of all contracts.
- Be responsible for valuation and invoicing – costs and revenues – ensuring robust control of finances.
- Prepare project cash flow forecasts, prepare and maintain the budget.
- Support the CDT to lead professional consultants to ensure delivery of the project in accordance with the Cabinet-approved Project Brief, Business Plan and Budget.
- Prepare and keep updated:
 - Appointment tracker
 - Procurement requirements
 - Cash flow forecast
 - Cost Plan
- On receiving a decision or confirmation of strategic direction, prepare strategies to deliver that decision or direction.
- Have line management responsibility for the development Finance Manager, Development Deputy Finance manager and Development Surveyor (Trainee).
- Have delegated authority to make decisions in relation to a project, issue instructions and authorise project-level expenditure within the scope of the approved Budget, Brief and Business Plan.
- Act within the parameters and scope of this document, Cabinet approvals, and as instructed by the Development Strategic Lead (DSL), Development Programme Manager (DPM), Development Finance Manager (DFM).
- Shall always act in the best interests of the project.
- Attend and support monthly Project Review Meetings facilitating detailed, progress-focussed discussion of every aspect of a project.

- Attend monthly (or more frequent) design/project team meetings, facilitating detailed, progress-focussed discussion of every aspect of a project.
- Contribute to a monthly highlight report to be delivered to the DPM.
- Keep the DSL and DPM updated with progress, providing regular project updates.

3. Delegated Responsibility

The PFM delegates responsibility for all aspects of the day-to-day financial management of a project to the Project Surveyor.

The Project Manager will prepare and keep updated the following in relation to the Programme:

- Appointment tracker
- Procurement requirements
- Cash Flow Forecast
- Cost Plan

These shall form the basis for periodic reporting to the DPM.

Decision-making

The Project Manager can make the following decisions (all so long as within the approved parameters):

- Design and operational decisions which implement the approved parameters