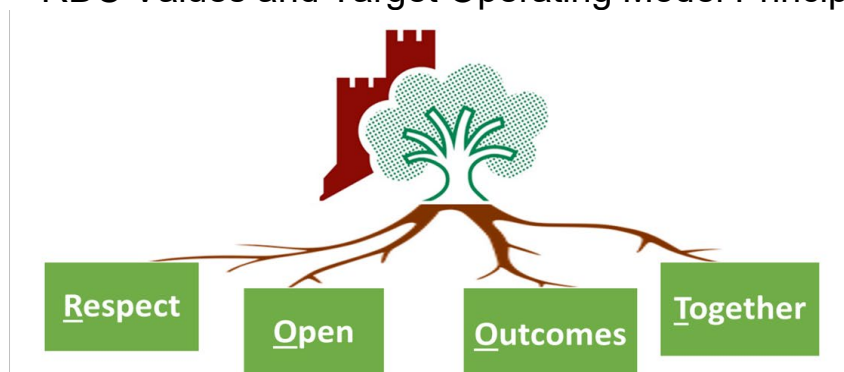


## JOB DESCRIPTION



<b>DIRECTORATE</b>	Deputy Chief Executive Officer (DCEO)
<b>SERVICE</b>	Corporate Development Team (CDT)
<b>POST NUMBER</b>	TBC
<b>POST TITLE</b>	Development Surveyor (Trainee)
<b>POST GRADE</b>	Local Salary Scale (S5/S6)
<b>CONDITIONS OF SERVICE</b>	National Joint Council (NJC) for Local Government Services as amended locally
<b>RESPONSIBLE TO</b>	Development Surveyor
<b>RESPONSIBLE FOR</b>	N/A
<b>JOB PURPOSE</b>	To support the Development Surveyor and wider team with client-side financial management and contract administration of construction and development projects. To support with procurement and management of budgets and contracts. Under the supervision of the Development Surveyor, 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	To study to achieve qualification in a relevant professional qualification in an appropriate subject (Quantity Surveying, RICS, ICE etc).
2	Supporting with the tendering and selection of contractors and material supplies, including drafting of agreements in consultation with the Development Surveyor and Legal advice, using pre-set templates where available.
3	Contributing to the proper financial management and administration of development/ construction projects.
4	Work in accordance Rother District Council (RDC) and Public Procurement Regulations.
5	Supporting with the production of construction budgets and estimating functions in relation to the Council's construction and development projects.
6	Be involved with the preparation, monitoring, updating and reporting on cash flow in relation to the Council's construction and development projects.
7	To support the Development Surveyor with 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 Development Surveyor and Project Managers as part of a Project Team to ensure outcomes are achieved and to realise value for money.
14	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
15	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.
16	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
<b>Respect</b>	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
<b>Open</b>	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
<b><u>O</u>utcomes</b>	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
<b><u>T</u>ogether</b>	<b>Communicates</b>	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



<b>POST TITLE</b>	Development Surveyor (Trainee)	
<b>DIRECTORATE</b>	Deputy Chief Executive Officer (DCEO)	
<b>SERVICE</b>	Corporate Development Team (CDT)	
<b>POST GRADE</b>	Local Salary Scale S5/S6	
	<b>Essential</b>	<b>Desirable</b>
<b>Qualifications</b>		
A degree or relevant qualifications to enable the individual to qualify in an appropriate subject (Quantity Surveying, RICS, ICE etc).	X	
<b>Experience</b>		
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 understanding of procurement, letting of contracts, cost management, cost reporting, cash flow production and reporting.	X	
An understanding of Public Sector procurement rules and processes.		X
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, experience 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
Experience of working in a local government environment.		X
<b>Skills and Abilities</b>		
Effective business and project planning	X	
Ability to communicate well and influence colleagues	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 work well as part of a team on wide ranging projects	X	

Ability to work under pressure and deal with unforeseen and urgent demands	X	
<b>Training</b>		
Managing contracts and strategic commissioning	X	
MS Office		X
Project Management Skills		X
Risk Management / Health & Safety		X
<b>Knowledge</b>		
Understanding of the Public Procurement Regulations 2015 and the Procurement Act 2023		X
Property valuation and 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 (Trainee) – Terms of Reference**

### **1. Purpose**

The purpose of the Trainee Development Surveyor (Trainee) role is to support the Development Surveyor and wider team 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 support for one or more projects in relation to delivery, reporting back to the Development Surveyor. There will also be a requirement for the Development Surveyor (Trainee) to gain a recognised professional qualification to further support the development and understanding of the post holder.

### **2. Roles and Responsibilities**

The Development Surveyor (Trainee) has responsibility for the day-to-day support in relation to the financial management and reporting of a project.

The development Surveyor (Trainee) will:

- Support the Development Surveyor to procure, coordinate and manage professional consultants and contractors to realise and implement the Cabinet-approved Project Brief, Business Plan and Budget.
- Support the Development Surveyor and wider team to help manage project finances ensuring they are controlled, reported and consolidated into a consistent reporting format.
- To support the Development Surveyor with all aspects of contract administration including the preparation, placement, monitoring and variation of all contracts.
- To support with the Development Surveyor with valuation and invoicing to ensure robust control of finances.
- Support the wider team to prepare project cash flow forecasts, prepare and maintain the budget.
- Support the Development Surveyor and Project Manager to lead professional consultants to ensure delivery of the project in accordance with the Cabinet-approved Project Brief, Business Plan and Budget.
- To support the preparation and monitoring of the following:
  - Appointment tracker
  - Procurement requirements
  - Cash flow forecast
  - Cost Plan
- Act within the parameters and scope of this document, Cabinet approvals, and as instructed by the Development Surveyor.
- 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.
- Keep the Development Surveyor regularly updated with project progress updates.

