

## JOB DESCRIPTION

<b>JOB TITLE:</b>	<b>Graduate Building / Quantity Surveyor</b>
<b>RESPONSIBLE TO:</b>	<b>Development &amp; New Build Manager</b>
<b>DEPARTEMENT/ SECTION:</b>	<b>Asset &amp; Infrastructure Directorate</b>
<b>DIRECT REPORTS:</b>	<b>None</b>
<b>SALARY (£):</b>	<b>Grade 7 £21,559 - £23,645</b>

### PURPOSE OF THE ROLE

Would you like to be part of a dynamic Development & New Build team working to deliver much-needed affordable and sustainable homes in north Wales?

An excellent opportunity for a newly qualified graduate has arisen with Cartrefi Cymunedol Gwynedd (CCG) – a leading provider of quality affordable housing in north Wales, to gain experience of working in a busy Development & New Build department.

We are looking for an enthusiastic individual who is qualified to degree level in a Construction / Building related subject and passionate about housing, regeneration and the North Wales area, to assist in the management of the New Build & Regeneration section of the Asset & Investment Directorate with key responsibilities for the following areas:

- Assist in the implementation of CCG's 'New Build Development Strategy'.
- Assist in compiling grant funded applications for social housing, including any applicable affordable warmth and innovations in technology grants.
- Assist in preparing new housing schemes with compliant designs, specifications in accordance with Welsh Government standards for grant funded housing schemes.
- Assist in preparing new developments for planning application submissions.
- Assist in supervising and reporting on site based work.
- Assist in monitoring costs and budgets of the new build & regeneration team
- Implement Health, Safety, Quality and Environment (HSQE) policy and procedures for the team
- Staff Performance

To assist in providing a comprehensive and proactive development service to assist in the development and implementation of the Company Development Strategy and the provision of new homes for our customers.



To operate as part of the Development team to ensure the effective, efficient and sensitive design, development and management of the housing stock within the Company.

To carry out activities to the highest standards of customer service, integrity and professionalism and in accordance with the requirements of the Welsh Government and relevant legislation.

**The successful candidate will be developed and mentored for a period of 24 months in a graduate role, with a view to progressing into a full time role within the department, based on performance.**

**The successful candidate will be expected to work towards *The Key Areas of Responsibilities* noted below during their placement.**

## VISION AND VALUES

This post will help Cartrefi Cymunedol Gwynedd achieve its vision:

To be a leading provider of quality housing – meeting the needs of customers, valuing communities

By keeping to our values:

- Fair
- Accountable
- Open
- Innovative
- Approachable

## KEY AREAS OF RESPONSIBILITY

### General

- Deputise for the Development & New Business Manager Assistant Director of Assets when required.
- Prepare and present reports, information and statistics on development activity and attend meetings as required.
- Maintain an awareness and understanding of the development process and associated areas – KPI's, Energy and Sustainability standards etc.
- Ensure that CCG's equal opportunities policy, health and safety policy and customer service policies are complied with through all procurement activities, and that all work is undertaken in accordance with relevant codes of practice and legislation.
- Ensure Best Value is achieved in all aspects of development.
- Maintain awareness and up to date knowledge of changes in current legislation, including Building Regulations; Town and Country Planning Procedures; British and EC Standards; Health and Safety Regulations; Decent Homes Standards; Housing Corporation guidelines and good practice.
- Ensure that you work within the parameters of CCG's Health, Safety, Quality and Environment (HSQE) policy and procedures.
- Assist in the preparation of design work, specifications/performance specifications, schedules of work, and contract conditions for the development schemes.
- Assist in preparing new housing schemes with compliant designs, specifications in accordance with Welsh Government standards for grant funded housing schemes
- Procure all works in accordance with CCG's Procurement Team.

- In conjunction with the Asset & Contracts Manager, ensure that Section 20 consultation is undertaken with leaseholders in accordance with legislative and good practice requirements.
- Supervise, Monitor building work on site
- Assess development sites for the development of new homes
- Aware of and has current understanding of the Welsh Government's "development quality requirements" standards for new homes and the receiving social housing grants.
- To lead on the development and implementation of energy policies affecting CCG's residential and commercial assets
- To lead and advise on all energy related matters with special reference to applications for grant funding, affordable warmth and innovations in technology.
- To lead, advise and implement relevant legislation, regulations and best practice in all energy related matters.
- To develop and keep under review all energy related policies and practice to ensure best value for money and best environmental practice are achieved.
- To promote energy efficiency across CCG, including working with tenants and local communities.
- To work with and apply CCG's Procurement Policy on any projects requiring the procurement of energy or energy related services, including access to grant funding.
- To advise and provide relevant training or briefings to staff to enable them to achieve the objectives of energy strategies and policies.

- To provide guidance and advice on energy matters to staff, tenants and key partners
- Experience of leading energy-related initiatives within a social housing environment
- A thorough knowledge and understanding of legislation, best practice, funding and recent policy and practical developments in energy
- Experience of working with tenants and residents
- Ability to travel to and attend meetings or professional seminars in any part of the UK
- To ensure that all CCG's Corporate Policies are implemented and promoted within the Asset & Investments Directorate, in particular:
  - Health, Safety, Quality and Environment (HSQE)
  - Equality and Diversity
  - Risk Management
  - Performance Management
  - Data Protection
  - Welsh Language Policy
  - Code of Conduct

### Service delivery

- Identify new development opportunities, undertake feasibility studies, and support the Development and New Business Manager with relationship management of key partners and stakeholders.
- Actively promote customer involvement in the work of the development team, ensuring that customers have appropriate choices in improvements to their property and new housing.
- Collate and communicate information about activities, actions or issues within the Communities in which the Company operates to inform the actions of other teams.

- Participate in cross team working to create community based service teams that share information and provide a bespoke community service.
- Provide a comprehensive development support service to the organisation.
- Contribute towards scheme design and development procedures.
- Act as the initial point of contact for the Development team for general communications with current and future stakeholders.
- Promote CCG's good name and reputation at every opportunity through actions and dealings with others.
- Promote a positive image of the Company through the development of excellent working relationships with customers, partners, colleagues and key stakeholders.
- Maintain site records and be responsible for plan generation when required, ensuring an effective property database and land terrier system is maintained
- Deal with own correspondence, communicating with owners, contractors and local authorities as necessary.
- Develop and maintain the development services filing systems, computer based records and the archiving of relevant materials.
- Administer and monitor Welsh Government related records as required.
- Assist in the development of a partnering culture.

### Financial Strategy

- Set up and maintain appropriate systems of financial control and reporting and submit appropriate claims for funding.
- Instruct and liaise with solicitors, contractors, consultants and funders on a day-to-day Operational basis.

## Funding

- Support the identification and completion of the initial evaluation and appraisal of development opportunities available to the company.

## Risk Management

- Contribute to the management of risk and take appropriate action to reduce risk in accordance with the Company's Risk Map and Action Plan.
- Operate scheme insurance procedures to ensure, as far as possible, that all relevant Development schemes are fully and promptly insured after completion, including chasing others to complete the process.
- Maintain records required to support the loan security charging process.

## Corporate Management

- Provide support to the Development & New Business Manager at all times in delivering corporate objectives.
- Assist in the development and implementation of the Development Strategy.

## Performance and Quality

- Participate in the development, promotion and monitoring of customer care and quality assurance standards.
- Deliver the highest possible quality of service to customers ensuring that wherever possible customers are more than satisfied.
- Work closely with other members of the Development team to help deliver the development programme including the preparation of grant applications and claims, taking the lead regarding aids and adaptations, and acting to help collate/produce benchmarking information e.g. KPI's.

## Staff Management

- The post holder may be required to work evenings, weekends and occasional public holidays, in order to meet service requirements and specifically to carry

out consultation and representational tasks with residents and other stakeholders, and to provide cover for emergencies.

- All employees are expected to maintain to participate in training activities necessary to their post.

No job description can be entirely comprehensive and the jobholder will be expected to adapt and carry out such other duties as may be required from time to time, on the understanding that they will be within the individual's remit and capability, and consistent with the status and responsibilities of the role within the organisation.

## PERSON SPECIFICATION

**CCG would not expect the successful candidate to achieve the criteria of the *Person Specification* at present but would be expected to work towards the requirements noted below during their placement.**

	ESSENTIAL/ DESIRABLE
<b>QUALIFICATIONS</b>	
BSc (Hons) in Building, Construction, Development or equivalent.	E
Working towards membership of CIOB through the Professional Development Programme.	E
Evidence of continuing professional development	E
<b>EXPERIENCE</b>	
Experience of operating in a similar capacity in a housing or related organisation of comparable size, scope and complexity.	D
Development of growth/ stock investment strategies and regeneration initiatives.	D
Working with Local Authorities, Contractors and Property Developers, and other similar organisations on construction related activities.	D
Experience of having successfully managed construction or similar contracts within cost, quality, safety and timescale targets.	D
Experience of preparing and managing budgets as well as forecasting	D
Experience of tenant/leaseholder liaison	D
Experience of putting together bids for new build work and undertaking investment appraisal.	D
Experience of producing development standards and policies for an organisation.	D



Evaluate specifications and designs produced by consultants/developers to ensure compliance with agreed standards.	D
Able to interpret information in a range of formats including specifications, schedules and costings	E
Experience of producing Specifications, Schedules of Works and tender documentation for construction projects.	D
<b>SKILLS</b>	
Able to use Microsoft office suite of software applications to maintain systems and records and produce documentation such as letters, reports, graphs, presentations etc.	E
Good interpersonal skills and a proven ability to communicate effectively at all levels.	E
Possess good problem solving skills	E
Excellent communication and presentation skills (verbal and written) and ability to report at a strategic level	E
Level of numerical, written and verbal skills sufficient for the post	E
Ability to work under pressure and meet tight deadlines.	E
<b>KNOWLEDGE</b>	
Knowledge of the main forms of procurement contracts for construction works.	D
In depth knowledge of European procurement legislation	D
Knowledge of Best Practice, legislative and statutory requirements in relation to Housing Asset Management and Maintenance	D
Knowledge and understanding of relevant legislation and standards such as CDM Regulations, Building Regulations, Planning Regulations, Asbestos	E
Time Management & Organisational Skills	E
Knowledge of New Build development and grant funding	D
Willingness to work outside of normal office hours when required	E
Able to attend meetings of CCG and resident organisations.	E
<b>OTHER</b>	
Experience of performance management and ensuring that partners to CCG perform under a performance framework.	D
An appreciation and understanding of the current issues facing the social housing sector.	D
Ability to work on own initiative, identifying priorities and setting own targets where necessary.	E
Good interpersonal skills and a proven ability to communicate effectively at all levels.	E
Focused on achievement, setting clear targets and monitoring and reviewing progress.	E
In possession of a full driving licence	E
<b>LANGUAGE REQUIREMENTS</b>	
The ability to communicate (speaking and writing) fluently in both Welsh/English	E



**CARTREFI CYMUNEDOL**  
GWYNEDD