**Job Code 43b DEVELOPMENT SURVEYOR**

**Reporting to:** Development Manager

**Purpose:** To provide land appraisals in a timely manner whilst maximising the land value, development margin and return on capital employed.

**Achieving Results**

* Ensuring the company’s commercial interests are best served
* Supporting the Development Manager in the identification of risks and the application of the Commercial Standing Instructions
* Ensuring that commercial opportunities are optimised and the company’s position is always suitably protected.

**Managing the Process**

* Consistent provision of timely and accurate estimates, pre-acquisition studies, etc. fully utilising the Housebuilder appraisal system
* Working closely with the development co-ordinators to identify and consider the ground conditions to mitigate risk and value engineer seeking opportunity.
* Liaising with sales department in relation to market research and sales values
* Early engagement with housing associations in relation to affordable housing provision and offer
* Ensuring accurate and timely subcontract enquiries are used in the formulation of bids where applicable, and resolving all issues prior to land appraisal adjudication.
* Maintaining an updated cost base in liaison with the surveying teams by regular review of market prices with post contract teams
* Completing details cash flow forecasts in to suit the development co-ordinators programme to establish the return on capital employed.
* Active participation in the initial and final land appraisal adjudication meetings.
* Reporting on assumptions made and any composite rates used within the estimate.
* Advising on abnormal items identified through the appraisal process and the subsequent allowances made within the bid
* Providing varying land appraisal permutations to enable the consideration of build pace and/or sales pace.
* Undertake the procurement process of groundwork and infrastructure alongside the surveying team.
* As required manage the valuation and variation review of groundworks accounts.
* Support the surveyors and estimators with an understanding of the groundworks process across contracting bids, land bids and on site works.
* Health and Safety - All employees have a statutory duty to look after their own safety and to give due consideration for the safety of others. Employees also have specific responsibilities as set out in the Company Health and Safety Policy.
* Equality & Diversity - All employees must comply with the Company Equality and Diversity Policy, ensuring that at all times behaviour is fair and non-discriminatory.

**Serving the Customer (Internal and External)**

* Ensuring an effective handover of information to post contract teams on the successful award of a scheme
* Train, assist and share groundworks and infrastructure knowledge with the surveying and estimating teams

**Delivering Quality**

* Maintaining and updating the subcontract and material database information within Housebuilder in close liaison with the Managing QS and Senior Buyer.
* Assisting the Development Manager in the vetting of bid documentation.
* Managing (as required) the groundwork process with the pre-construction and delivery teams.

**Technical Skills and Knowledge**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Basic** | **Intermediate** | **Advanced** |
| Health & Safety |  |  |  |
| Contracts, contract documentation |  |  |  |
| Construction materials |  |  |  |
| Design |  |  |  |
| Construction methods and technology |  |  |  |
| Procurement |  |  |  |
| Local subcontract market |  |  |  |
| Negotiation |  |  |  |
| Pricing levels |  |  |  |
| Temporary works |  |  |  |
| Management systems LIMS |  |  |  |
| Housebuilder Software |  |  |  |
| Microsoft Word |  |  |  |
| Microsoft Excel |  |  |  |
| Microsoft Outlook |  |  |  |

**Training Matrix**

A training matrix for this role, which includes all the compulsory training which is required, is published on the People Development site in INSITE. Full course descriptions explaining the content of these courses are also available on INSITE.

* ELearning: HR, Sustainability Awareness, Asbestos Awareness, Sharps Awareness, Manual Handling, Fire Awareness, Customer Care & Mental Health (Considerate Constructors) – Within 6 months
* Project Plus – overview on induction, followed by job specific detailed briefing
* LIMS Procedures and Standard LIMS Forms Briefing
* Asbestos Awareness (Tutor Session) – every 3 years
* Business Policies and Safety TILES
* Diversity in The Workplace – within 6 months/Year
* Lone Worker – Susie Lamplugh Training
* Driver Training (If applicable - dependant on annual mileage)