

### Role Profile

<b>Role Title:</b>	Valuation Surveyor
<b>Department:</b>	Asset Management
<b>Role Purpose:</b>	<p>To assist the Investment Manager in monitoring financial and contractual compliance within Asset Management</p> <p>The Valuation Surveyor will provide support to the Commercial and Investment team in all aspects of cost control, trend analysis, and financial reporting across the asset management team.</p> <p>Establish strong relationships with the relevant staff within the Commercial and Investment Team and wider Asset Management/Midland Heart colleagues.</p>
<b>Reporting to:</b>	Investment Manager
<b>Responsible for:</b>	N/A
<b>Disclosure level:</b>	Standard
<b>Role Level:</b>	Frontline Worker

<b>Key Role Responsibilities</b>	<ul style="list-style-type: none"> <li>• To analyse, identify trends and report on all financial data on payment application sheets and the Midland Heart asset management database in line with the ongoing programmes of works and ensure accuracy and contractual compliance.</li> <li>• To analyse, identify trends and report on all Key Performance Indicator data in line with the ongoing programmes of works and report to Investment Manager as required.</li> <li>• To ensure consistency of financial and programme data between Investment and Delivery teams including working with the Planned Programme team to resolve any variances.</li> <li>• To aid Contract Managers with the payment application process and, in line with the application timetable, liaise with all Contract Managers in order that payments are made accurately and within a timely manner.</li> <li>• To analyse, identify trends and report on contract financial performance and, working with contract managers, agree steps to ensure contracts are delivered within budgets.</li> <li>• Working with the Investment Manager and Planned Delivery Team, ensure all financial contract obligations are adhered to.</li> </ul>
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- Working with Planned Programme team ensure that any submitted payment applications are accurately completed prior to issue of payment certificates or invoices.
- To analyse and validate the contract financial reporting and assist in the high level summarisation and reports to Head of Service.
- To work closely with the Contract Managers and reporting any contract financial positive or negative variances and illustrate any patterns as are apparent.
- To Work with Contract Managers and identify any efficiencies available to the contract.
- To assist with contract budget building and profiles for current and future contracts.
- Provide weekly and monthly reports as directed by the requirements of the Investment Manager.
- To manage their own time in an effective and beneficial way
- Any other duties commensurate with the post.
- To be available for out of hours cover as required.

**Policy Review:**

- Ensure meaningful consultation is undertaken with development, asset management and repairs and maintenance teams in regard to current contractual and financial procedures.
- Collate information in relation to circulars, statutory instruments, legislative and other changes and ensure policies are reviewed as appropriate and relevant staff are advised of any implications.

**Innovation and Best Practice:**

- Promote Midland Heart's innovative activities and policies within the social housing sector and seek recognition of the association's achievements.
- Accountable for establishing a high performance culture that maximises productivity, improves service and delivers 'best practice' property management.

**Contract Management:**

- Provide all necessary information to customers, staff and contractors to satisfy and/or exceed our duty of care.
- Ensure that services operate economically, efficiently and effectively.
- Work with surveying team to develop standard contract documentation and specifications to be used by all teams.

	<p><b>General:</b></p> <ul style="list-style-type: none"> <li>• Represent Midland Heart internally and externally, positively and professionally.</li> <li>• Provide support to the Investment Manager and act as deputy in their absence.</li> <li>• Provide a positive contribution to the overall corporate goals of Midland Heart.</li> <li>• Apply, promote and implement the Groups Equality &amp; Diversity Policies and Code of Conduct.</li> <li>• Undertake any other duties commensurate with this post, as directed by the Director of Asset Management.</li> </ul>
<p><b>Education, Qualifications and Training</b></p>	<ul style="list-style-type: none"> <li>• HND/HNC or equivalent in a construction, quantity surveying or financial discipline.</li> </ul>
<p><b>Knowledge and Experience</b></p>	<ul style="list-style-type: none"> <li>• Experience of managing planned works contract, maintenance and building contracts or responsive repairs and voids contracts.</li> <li>• Experience of contractual financial requirements including procurement costs and payment procedures.</li> <li>• Knowledge and experience of different contract types and the financial/payment requirements of each contract type</li> <li>• Working knowledge of IT systems including Microsoft Excel and other Office packages and other large housing asset management databases such as Keystone.</li> <li>• Experience of managing contractors working in a domestic environment.</li> <li>• Experience of delivering projects on time.</li> <li>• Working knowledge of construction health and safety and safe working practices.</li> <li>• A sound knowledge of building construction.</li> </ul>
<p><b>Role Specific Skills &amp; Behaviours</b></p>	<ul style="list-style-type: none"> <li>• Excellent communication skills.</li> <li>• Ability to communicate, negotiate and advise residents in their homes.</li> <li>• Ability to formulate effective and appropriate responses on the basis of sound technical knowledge.</li> <li>• Ability to meet challenging targets and prioritise workloads.</li> </ul>

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|  | <ul style="list-style-type: none"><li>• Understands the importance of high quality customer service.</li><li>• High level of initiative.</li><li>• Understanding of and commitment to the principles of equality and diversity.</li></ul> |
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