

Job Description

Job Title	Survey Manager
Department	Green Homes
Location	Bathgate, travel as business needs require across Scotland.
Reporting to	Project Manager
Line Manager to	DEA, Project Coordinators, Finance and Commercial Manager, Energy Efficiency Administrator
Key Relationships	Green Homes Project support, administration and operational team, Operations Director, HR, H&S, customer clients.

The information given below is intended to provide an understanding and appreciation of the workload of the job and its role within Everwarm. The job description outlines the main purposes in general terms only and is not intended to be prescriptive.

You may be required to carry out other duties in order to commensurate with the post. This will not change the character or purpose of the post but will be necessary to maintain high standards of business practice.

This job description, through Business reasons, may be altered from time to time to meet the changing needs of the Company.

Role Overview

The role of Survey Manager is to support the management of the Green Homes project within Scotland and allocated sites within the project. This includes administrative and planning responsibility for retrofit plans for the project. To provide administration leadership within the Green Homes project primarily cover several areas: administration, management, and customer/client focus in line with PAS 25 standards. Overall responsibility for the smooth administrative operation of the retrofit designs and plans.

Main Duties and Responsibilities:

Technical

- Ability to ensure that surveys are completed to the correct specification
- A knowledge of modern survey techniques, processes and equipment in wide variety of applications
- Proven track record in keeping up to date with the advances within the market, understanding of their limitations and ability to determine the commercial viability of the latest technology, techniques and equipment in the delivery of surveys.
- Expert technical knowledge of surveying processes, hardware and software including 3D modelling,

Commercial

- Proven ability and experience in applying business policies, quality and environmental management systems, project governance procedures and financial control systems to team management, projects and project portfolios.
- Conversant with legal, contractual and technical considerations affecting the delivery of the service/portfolio.
- Proven ability to help identify and capitalise on business development opportunities, including the provision of fee estimates and developing technical/quality submissions as part of a tender process.
- A track record of understanding the commercial implications of technical solutions.

Job Description

Stakeholders and Clients

- A track record of providing advice to Clients and Stakeholders on technical and other matters.
- An ability to identify all the desired outcomes of a project/service, with experience in the successful management of change.
- An ability to identify end-value including experience in the use of Value Management techniques and the provision of best value solutions.

People

- Effective communication with others with the proven ability to coach and develop team members, including formal performance development methodologies.
- Proven ability to build teams, creating an environment to motivate individuals and ensure effective teamwork.
- Encouraging and supportive of others.

Responsibilities

- Delivering service and project outcomes to the highest technical standards within time, quality and budget constraints, setting and agreeing objectives as required by Clients.
- Ensuring project margins are maintained, change control is effectively managed and minimising re-work to ensure commercial targets are met.
- Engaging with Clients at project and portfolio level, building relationships to ensure the effective provision of services, understanding and complying with contract terms, meeting and exceeding expectations.
- Complying with and championing company processes and policies, and ensuring adherence to safety, welfare, quality and environmental requirements.
- Monitoring and reporting on performance to Clients, stakeholders, senior managers and team members using the most effective communication techniques from written reports, formal presentations and other media as appropriate.
- Providing technical deliverables, support, advice and advocacy as required from time to time, with technical competence aligned to the Practice Requirements.
- Encouraging innovation and continuous improvement, embracing uncertainty and championing change to provide added value to Clients, portfolios and projects.
- Preparing fee estimate and technical/quality submissions in association with specific tendering opportunities as required.
- Securing future work for the team by building a comprehensive network of internal and external Clients.

Qualifications/Experience:

- Energy efficiency and construction experience
- Management experience
- PAS, ofgem regulation

Skills:

- Able to communicate and motivate site trades and subcontractors.
- Able to implement recovery plans and manage and monitor progress therein.
- Able to keep abreast of technological legislation and sociological changes and communicate to relevant personnel.
- Able to use technology to programme works, provide reports and keep good site records and data.
- Adept in use of Microsoft Excel packages and ability to adapt to in-house systems.

Additional Requirements:

- Disclosure Check
- UK Driving Licence
- Flexible Approach

Job Description

What We Offer

- Competitive Salary
- Employer contributed pension scheme
- Employee Assistance Programme with 24 hours telephone and online access
- 32 days annual leave (Inc. statutory bank holidays and Christmas and New Year Closure!)
- Generous sick leave
- Sureserve Group Academy programme that acknowledges the success of our trainees and apprentices
- Sureserve Group Legends scheme, with a reward for the ultimate legend!
- Employee engagement events to bring together colleagues and families e.g. Everwarm Family Fun Day, Summer BBQ, Christmas Night out!
- Work for PLC Company with option to join share save scheme.