



Sanctuary was established in 1969 and since then it has grown into a successful provider of housing and associated services, now managing over 79,000 units of accommodation throughout England and Scotland including general rented, sheltered, supported accommodation, student and key worker accommodation and care homes.

SENIOR EMPLOYERS AGENT / QUANTITY SURVEYING

FLEXIBLE LOCATION COVERING SHEFFIELD/TELFORD AND NORTH MIDLANDS REGIONS

£42,000 TO £45,000 PER ANNUM, PLUS COMPANY CAR, 35 HOURS PER WEEK

This role sits within the newly established Employers Agent / Quantity Surveying department. The department is responsible, in conjunction with other development departments, for the delivery of the Group's affordable housing, grant funded, development and regeneration programmes and projects across the UK. These include Extra Care, Care Home, Student and Key Worker Accommodation projects and the sales of shared ownership and subsidised equity projects.

With proven experience of undertaking a similar role delivering large scale capital development projects within a commercially focused housing and development business, we will look to you to effectively contract manage all capital projects, ensuring the needs of the Group's customers and wider community are met.

Taking responsibility for delivering a full range of Employers Agent and Quantity Surveying services, including acting as the contract administrator, you will utilise your strong project management skills to ensure capital investment returns and income are maximised on all projects for sale, and that projects are consistently delivered on time and within budget.

As a member of the Royal Institution of Chartered Surveyors, you will have sound working knowledge of all relevant legislative and regulatory requirements. This will include experience of supply chain procurement and framework management allowing you to manage risk and finance in relation to development opportunities. Effective communication and partnering skills are also essential for success, as you will need to build and manage relationships with key stakeholders and contractors, particularly all forms of JCT.

Frequent travel between sites throughout the region and occasionally the UK are a requirement of this role, therefore flexibility is key to meet the needs of the business.

As well as strong support and involvement, you will also receive our excellent benefits package, which includes 28 days annual leave, a contributory pension scheme plus a company car.

To apply, please complete an online application or submit your CV and covering letter at www.sanctuary-group.co.uk. For further assistance please contact Recruitment on 0845 543 6377 and quote Ref:SG1670.

Closing Date: 5pm on 23rd March 2012

Building Equality and Diversity

We work closely with the Home Office in order to prevent unlawful working.
Sanctuary Group is a trading name of Sanctuary Housing Association, an exempt charity.



SENIOR EA/QS

Reports to:	Head of Development (Consultancy Services)
Scope:	<ul style="list-style-type: none"> ▪ Office / Home based with frequent travel and overnight stays ▪ Frequent telephone and computer use with associated office hazards ▪ Flexible working approach required to meet the needs of the business with occasional weekend and evening working expected ▪ Driving between sites throughout the region and occasionally UK
Job Purpose:	To effectively contract manage all capital projects to meet the needs of the Group's customers and the wider community, maximising capital investment returns and income on all projects developed for sale.

CONTEXT

This job sits within the EA/QS Development department. The department part of the wider development directorate is responsible in conjunction with other development departments for the delivery of the Group's affordable housing, grant funded, development and regeneration programmes and projects across the UK, including Extra Care, Care Home, student and key worker accommodation projects and the sales of shared ownership and subsidised equity properties.

The job holder will work within the team and will be responsible for delivering EA/QS services. The team will be experienced in acting as Employers Agents, quantity and building surveying and project management. They will act as contract administrators for capital contracts and certify all payments to contractors. They will value engineer all capital schemes requiring these services and ensure projects are delivered on time and on budget. This is not an exhaustive list and other duties requiring similar levels may be required.

The job holder will ensure that health and safety and healthy working conditions are promoted within their area of responsibility and that staff understand their responsibilities for and fulfil their duties in accordance with the Group health and safety policies and procedures. They will be required to operate within the appropriate health and safety regulations ensuring the working environment, property and occupants are safe and secure at all times. They will also be responsible for reporting anything that may pose a risk to the health and safety of themselves or others.

The job holder will support the delivery of the Group's key business objectives through the delivery of their key accountabilities as follows:

KEY ACCOUNTABILITIES

1. Effectively contract manage all capital projects to meet the needs of the Group's customers and the wider community, maximising capital investment returns and income on all projects developed for sale.
Measure: Inspection results, effectiveness of financial control (budget management and forecasting), capital investment returns
2. Meet all legislative and regulatory requirements for development activities to ensure the delivery of high quality, safe, compliant and environmentally sustainable new homes and communities for the Group's customers to minimise risks and achieve high levels of customer satisfaction.
Measure: Compliance with health and safety regulations, completion of agreed audit recommendations, feedback
3. Manage risk and finance in relation to development opportunities and projects to meet required legislation and good practice and deliver financial performance.
Measure: Level of financial control against targets, compliance with legislation
4. Manage and develop effective relationships with key stakeholders, ensuring that staff and suppliers are aware of, and comply with, their obligations, identifying areas for improvement so that high quality services are delivered and received.
Measure: Service standards met, feedback, problems resolved efficiently, strength of relationships, improvements achieved
5. Manage the recruitment, performance management and development of quality staff to ensure required skilled staff available to meet business needs for delivering development programmes.
Measure: Number of vacancies, recruitment costs, staff turnover, performance management issues, business needs for development programmes met
6. Manage and contribute of special regional programmes and projects, particularly providing advice on potential costs, in support of the Group's activities.
Measure: Achievement of programme/project delivery targets and outcomes

	Essential	Desirable
Skills		
▪ Excellent communication skills including clear written and spoken English	√	
▪ Good negotiation and presentation skills	√	
▪ Excellent interpersonal and customer care skills	√	
▪ Ability to interpret computerised information and documentation	√	
▪ PC literacy	√	
Intermediate Microsoft Word or similar	√	
Intermediate Microsoft Project or similar	√	
Basic Microsoft Excel or similar	√	
Basic Microsoft Powerpoint or similar		√
Basic Microsoft SharePoint or similar		√
Email and internet communications	√	