

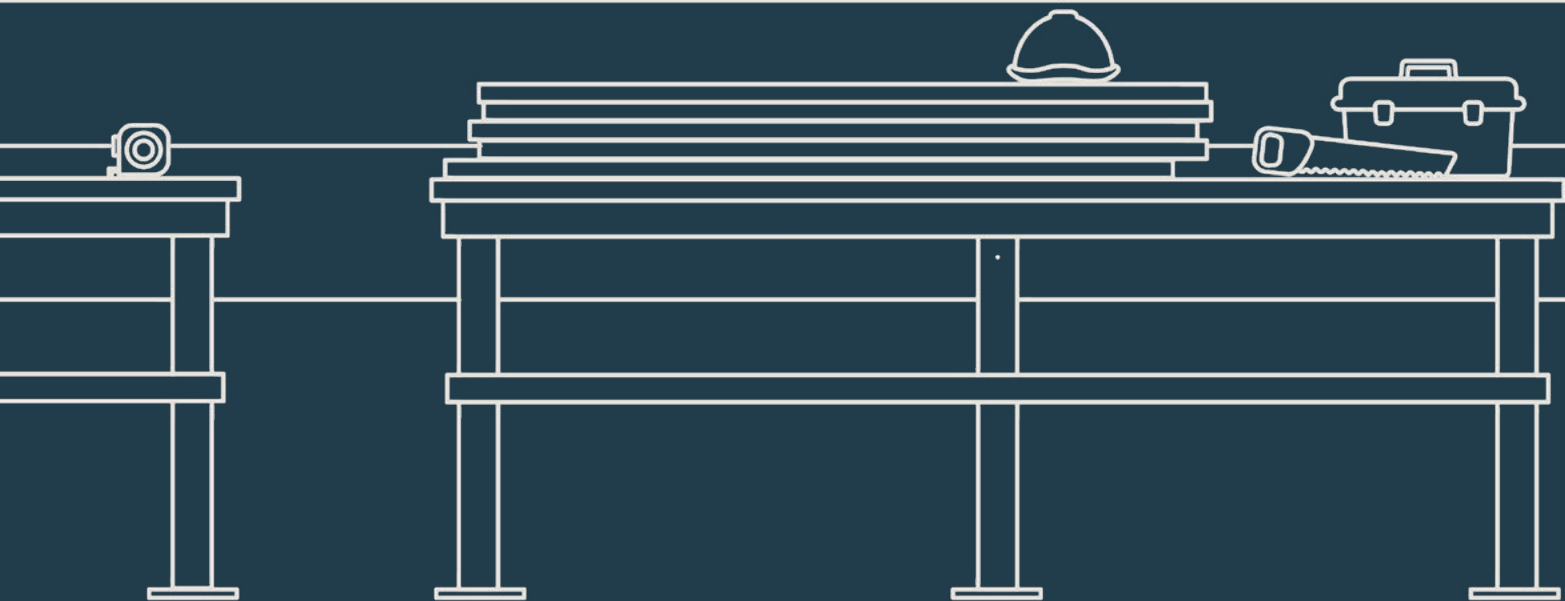


Applicant Information Pack

Development Surveyor

1 x Permanent

1 x One year fixed term contract



We build homes, create communities and transform lives

Alternative formats

If you require this document in an alternative format, such as large print or a white or coloured background, please contact our Communications team.



unitedwelsh.com/contact



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About Us

United Welsh is an award-winning not-for-profit organisation providing homes and related services in South Wales. We are passionate about building homes, creating communities and transforming lives.

We look after over **6,300 homes** for people across **11 local authority areas**, and our services help thousands more in our communities.

Helping people to live happily and in good health is important to us, and we are proud to have been named fifth best landlord in the UK.

We have a new building programme that is worth around **£35m** each year and in the next five years, we intend to build **1,300 more homes**. We are ambitious about how we can help people to live their best lives, working

with a range of partners including local and national government and the NHS to give people choice; tackling poverty, improving wellbeing and playing our part in ending homelessness.

The United Welsh Group also incorporates our subsidiary Celtic Horizons Ltd which, in partnership, looks after all our property services, and Harmoni Homes Ltd, which builds affordable homes and homes for sale.

We are also developing a new social enterprise, Celtic Offsite, that will manufacture low carbon homes and support the local economy to thrive.

With almost **400 employees** and a turnover of over **£40m**, we are an ambitious organisation with a strong sense of social purpose.

Life at United Welsh centres around our culture. We live by our values which connect us and inspire us, guiding our strategies as well as the decisions we make day to day.



About Us

United Welsh

**Celtic Horizons
Ltd**

**Harmoni
Homes Ltd**

Developing Homes for
United Welsh

**Celtic
Horizons**

Asset
Management

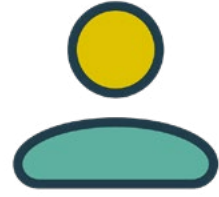
**Celtic
Offsite**

Timber Frame
Factory

The Celtic Horizons Asset Management service for United Welsh is delivered in partnership with Mears Ltd



Job Profile



Development Surveyor x2

Reporting to
Development Manager

Broad purpose of the post

Our new Development Surveyor will explore new opportunities for United Welsh to deliver our ambitious development programme.

Working with our team of Development Managers, this role will support the delivery of new homes, and the development and refurbishment of existing United Welsh homes. They will identify development and acquisition opportunities and assess the condition of existing properties; ensuring they meet the required project specific standards and legislative requirements.

Maintaining strong relationships with a variety of internal and external stakeholders, such as local authorities is crucial, so we can work together to create and develop suitable projects.

There are **two positions** available.

1 x Permanent

1 x One-year fixed term contract

Key Accountabilities



- To liaise with internal departments, local authorities, Welsh Government and other key partners and stakeholders, maintaining excellent communication between our partners and promoting new development opportunities for the organisation.
- Ensure schemes are developed in a commercially aware and effective manner.
- Responsible for proper risk management and reporting so each project takes account of all identifiable risks and supports continuous improvement of the development directorate.
- Responsible for scheme viability and maintaining a proper audit trail for compliance. This includes project management of all aspects of the development process using appropriately appointed consultants (where required) to ensure projects are delivered to specification and in accordance with all legislative requirements, on time and within budget. All information must be recorded and shared as accurately as possible to update internal systems and stakeholders.
- Develop homes and other buildings that achieve or improve upon legislative minimum standard in respect to energy efficiency and sustainability and fire safety.
- Ensure that the new units comply with the minimum space standards specific to each project / programme and meet WDQR and WHQS requirements.
- Provide overall programme updates for schemes in planning and construction stages, including property handovers and information, defects processes, end of defects inspections and post-contract project reviews.
- Provide support to new residents, as required, such as property information and 'how to' guides.
- Provide a great customer service for rectifying defects and / or reporting property issues during the contractual defect liability period.
- Record and report on Key Performance Indicators (KPIs) and facilitate project reviews post completion, identifying and promoting best practice and facilitating continuous improvement.

Personal Requirements

Essential

- HNC / HND level (or equivalent) in construction related discipline
- Experience in the property sector and / or building industry, including knowledge of land / property acquisition, knowledge of the planning process, procurement of contractors and consultants and on-site contract management
- Knowledge of CDM Regulations and Client / Design Team / Principal Contractor responsibilities
- Experience of producing, updating and reporting financial viabilities and appraisals
- Excellent communication skills, both verbal and written, presentation skills and preparing formal reports
- An ability to assess and manage risk
- Good knowledge of building specifications and legislation requirements, such as WDQR and WHQS
- Good understanding of current building regulations and fire safety regulations
- Good project management skills including the ability to make decisions and coordinate and lead teams.
- Able to develop constructive working relationships within United Welsh and with our customers and partners.

Desirable

- Knowledge of housing associations
- Working knowledge of Welsh Government and funding systems
- Degree level qualification in building / property related discipline.

Requirements within the essential criteria of the Personal Requirements will be used for shortlisting purposes. However, all of the criteria will be considered in the process of making an appointment.

Terms and Conditions

Current Salary

Total salary is **£37,000** per annum.

Pension Plus

While working at United Welsh you are eligible to join our pension scheme. United Welsh partner with the **Social Housing Pension Scheme (SHPS)** to deliver our pension provision for employees.

The **Defined Contribution Scheme (DC)** matches employee contributions up to 10%. It is a salary sacrifice scheme, so deductions are taken before tax.

Leave

- **30** days plus Bank Holidays
- **Two** United Welsh Gifted Days - an additional two gifted days, usually to be taken during the office closure over the festive period.

Additional Benefits

- **30 days** annual leave and bank holidays
- An additional **two gifted days** to be taken over the seasonal period.
- A company culture that promotes **work life balance**
- **Flexible** working
- Opportunities to be involved in '**Can Do**' days, giving back to the communities where we work
- A half a day's leave under the '**School Starter Scheme**'
- Free **fruit, fresh filtered water, tea and coffee** within our offices
- **Cycle to Work** Scheme
- One year's **paid subscription to professional body** (one membership per year)
- **Free eye tests** at Specsavers and a contribution towards the cost of prescription glasses
- Access to our **internal coaching and wellbeing services** that are devoted to supporting professional and personal development
- Free and confidential access to a **24/7 Employee Assistance Wellbeing Hub**
- We are a member of the **Social Housing Pension Scheme**. There is an opportunity for employees to join The Defined Contribution Scheme and we match contributions up to 10%
- **Learning and Development opportunities**, with learning available in a range of formats to suit your needs
- As a testament to our approach and genuine commitment to learning, United Welsh holds the **Investors in People - Gold Award**
- We are committed to supporting applicants and staff with disabilities and hold the **Disability Confident Level 1 Award**
- We are an Armed Forces friendly organisation and hold the **Armed Forces Covenant – Bronze Award**



How to apply

We believe that diversity of experience, perspectives and backgrounds makes United Welsh a better place to work and creates better outcomes for our communities. We don't just see work as something you do; it's somewhere you can belong and reach your potential.

To apply, please send a **copy of your CV, a cover letter** highlighting how you meet the essential and desirable criteria listed in the job description and the **Equality, Diversity and Declaration of Interest form** to jobs@unitedwelsh.com by **5pm, 10th April 2023**. Alternatively, you can deliver them to: **FAO The People Team, United Welsh, Y Borth, 13 Beddau Way, Caerphilly, CF83 3AU**.

Within your CV, please provide the names, positions, organisations and contact details for two referees, one of whom should be your current or most recent employer. We will not approach these referees prior to the shortlist stage, and we will seek your permission first. However, references will be sought as part of our pre-employment checks for the successful candidate.

- We would be grateful if you could submit the Equality Diversity and Declaration of Interest form with your application. The information you provide will be used for monitoring purposes only and will be kept separate from your application.
- Where possible, please remove personal details from your CV (excluding your National Insurance number) as we will have all the personal information we need from the Equality, Diversity and Declaration of Interest form.
- If you are applying by email, please ensure your CV and other documents are sent as a Word or PDF file, as unfortunately, we are currently unable to accept applications in any other formats at the moment.



www.unitedwelsh.com

