

Job information	
Job title	Estates and Infrastructure Surveyor
Department	Asset Management
Reports to	Estates and Adoptions Manager
Direct reporting roles	None
Location	North West / various
Working hours	37.5
Job description reviewed (date)	
Job description approved by	

Our values
<p>Our company values underpin all that we do at Harworth and are fundamental to the way we work:</p> <ul style="list-style-type: none">• We take pride in our people partnerships• We deliver creative solutions• We act with integrity and trust

Overall job purpose
<p>The post holder will support the estate management of Harworth land, and management and maintenance of Harworth owned infrastructure across all Harworth owned sites in the North West, including the adoption of relevant infrastructure.</p>



Job responsibilities

Estates management

Support the Estates Manager in undertaking estates management of sites falling outside of live project delivery boundaries and supporting the Project Managers and Technical Director where necessary as part of project delivery, including:

- Regular site inspections and identification of remedial and minor works
- Identify any risks at sites and put measures in place to mitigate these risks
- Oversee any site restoration aftercare, if and as required, including producing the relevant reports and liaising with the relevant authorities
- Management of planned and reactive works including procurement and management of external contractors and consultants, monitoring of works against any agreed programme, budget and cashflow, and oversight of safety management and CDM compliance
- Supervision of agents and security operations where required
- Work with site ecologists to ensure compliance with any ESG requirements, and to ensure effective biodiversity net gain management
- Emergency response in the event of incidents on site; and
- Assist with any other estate management issues that may arise

Adoptions

- Provide support to the Estates and Adoptions Manager, and the Adoptions and Infrastructure Surveyor, where required in the management of completed Harworth infrastructure, including:
- Support with the testing / servicing of infrastructure, such as drainage systems and pumping stations
- Assist with the identification of any remedial works to Harworth owned infrastructure whilst undertaking site inspections
- Manage low value remedial works if required, including supporting the procurement and management of external contractors and consultants, monitoring of works, and oversight of safety management and CDM compliance
- Liaise with/chasing local authorities, highways authorities, housebuilders and statutory undertakers if required
- Prioritise and programme works taking account of bonds and retentions held by the business, obligations for adoptions within the land sale contracts

You may also be required to support the wider business, and Project Managers, with ad hoc project works and low value contract works at Harworth sites.

The role will cover the North West region but travel to sites in other regions may be required in the event of resourcing issues, major incidents or staff holidays.



Job Description

Key stakeholders

Your manager and wider Investment team
North west regional team – Development managers, Project Managers and Planners
Internal and external consultants, contractors, engineers and architects
Statutory/regulatory bodies and local authorities (e.g. police, local councils)
Various community groups and other stakeholders

Qualifications, skills and experience

- Excellent communication skills and ability to manage both internal and external stakeholders
- Self-sufficient, uses initiative and “gets things done”
- Recognises the need for, and willing to seek, guidance from others when appropriate
- Well organised and able to deal with competing demands on capacity
- Experience of estates management and oversight of minor works
- CDM awareness
- Full UK Driving Licence essential

