

JOB DESCRIPTION & PERSON SPECIFICATION

Quantity Surveyor

Location:	ISHA, 102 Blackstock Road, Finsbury Park, N4 2DR
Reports to:	Head of Assets and Repairs
Direct reports:	None
Department:	Housing and Neighbourhoods

JOB SUMMARY

Reporting to the Head of Assets and Repairs, you will be responsible primarily for orders being produced within the Housing and Neighbourhoods department, covering responsive repairs, neighbourhood services and support when required across planned works and empty homes by way of controlling and monitoring costs, ensuring orders are coded/allocated to the correct budget lines, appropriate evidence for cost approval is saved on ISHA systems and take ownership of requisition approval process of orders being requested for supply of goods.

You will ensure that we act as an exemplary landlord, proactively fulfilling all our statutory obligations, striving to deliver our customer promises, and maintaining and improving our properties and estates.

This is a hands-on role which requires the post holder to work collaboratively with other departments across the organisation and consult with residents, leaseholders, and subcontractors. You will ensure that robust monitoring and approval of purchase orders are in place and will contribute to the budget plan and compiling budget/KPI reports monthly, support in managing budgets for the wider Housing and Neighbourhoods department.

PRINCIPAL RESPONSIBILITIES:

1. Validating and processing of orders on ISHA internal systems (CRM) ensuring budget codes are correct and appropriate field-based evidence is saved on the systems.
1. To assist with the preparation of project budgets, checking and administering of contracts.
2. To support in the procurement and validation of contracts in line with ISHAs (Islington and Shoreditch Housing Association) procurement and financial regulations.
3. Good understanding of Term & JCT Contracts etc.
4. Good understanding of the National housing federation rates or similar.
5. Contributing to the budget plan and compiling budget/KPI reports monthly,
6. Participate in resident involvement including attending the Tenant's Forum and residents' association meetings as needed on occasions this can be in the evenings.
7. Validating requisition and purchase orders prior to ordering goods and services.

8. Purchase requisitions are to provide an audit trail. Every request, approval, or denial is to be documented, ensuring transparency in procurement activities.
9. Review current suppliers to assess value for money is being achieved and look to negotiate terms for supply of goods and services.
10. Working with the Head of Assets and Repairs to analyse and report on purchase requisitions, to predict future spending trends and support in budgeting and forecasting exercises.
11. Monitor the process of purchase orders ensuring only approved and necessary purchases are made.
12. Support in monitor contractor accounts, resolve disputes and queries promptly and ensure ISHA's interests are always protected.
13. Report variations against budget in a speedy fashion and agree budget rectification plans.
14. Assist with obtaining documentation during internal audits or external regulatory checks.
15. To participate in the out of hours call out rota.
16. To actively participate in 1 – 1s and yearly appraisal.
17. This is an excellent opportunity for someone with a `can-do` attitude who can work under pressure to achieve set targets and meet deadlines for ensuring ISHA properties are safe, professionally managed and maintained to meet and exceed our resident`s expectations.

ESSENTIALS: In addition to the principal accountabilities of the role, there are several significant elements that we deem them essential for every role at ISHA:

18. To ensure you comply with ISHA's procedures for promoting and safeguarding residents appropriate to your role.
19. To comply with ISHA's EDI Policy in every aspect of your work and positively promote the principles of these policies amongst colleagues, residents, and other members of the community.
20. To comply with ISHA's Code of Conduct, Health and Safety Policy, Data Protection Policy and to protect your own and others' health, safety, and welfare.
21. To work flexibly as may be required by the needs of the team and carry out any other reasonable duties as required.
22. To lead by example and demonstrate ISHA's values of passionate commitment to customers, Pride in Team ISHA, Trusted to make the difference, and Respect for everyone in your work, behaviour and in your professional relationships with colleagues, partners, and residents.

PERSON SPECIFICATION – Quantity Surveyor		Essential	Desirable
Right to work in the UK			
1.	Proof of eligibility to currently work in the UK.	✓	
Education and Qualifications			
2.	Good general education with excellent literacy and numeracy skills.	✓	

3.	Other qualifications relevant to the role (i.e., Building Management, IOSH Managing Safety)	✓	
4.	A relevant professional qualification, or equivalent substantial demonstrable experience.	✓	
5.	Qualified or working towards being a qualified quantity surveyor	✓	
Experience			
6.	Experience in the use of CRM, Housing Management and/or Asset Management software and database systems	✓	
7.	Experience in the collection, validation, storage, and analysis of business data to support service delivery	✓	
8.	Experience of preparing reports from data management systems and the provision of accurate data for storage and retrieval.	✓	
9.	Experience of data management systems and delivery of timely and accurate information relating to the asset management/repairs and maintenance service, through effective monitoring and inputting of data.	✓	
10.	Previous Experience of working as a quantity surveyor in the maintenance or construction or an asset management background and a track record of delivering cost savings and improvements.	✓	
11.	Experience of contract management with a good understanding of the National housing federation rates or similar	✓	
Knowledge & Skills			
11.	Excellent interpersonal and emotional intelligence skills	✓	
12.	Highly developed communication skills.	✓	
13.	Asset Management and Repairs knowledge in a similar related service field	✓	
14.	Appropriate working knowledge of Building Regulations, CDM Regulations.	✓	
15.	Is curious, with a strong desire for continuous improvement (for self and others)	✓	
16.	Ability to disseminate information and demonstrate effective interpersonal skills, ability to form and collate information into detailed reports being reviewed by internal staff and auditors	✓	
17.	Excellent organisational and project/time management skills with the ability to manage a busy workload with competing deadlines	✓	
18.	Strong, creative, problem-solving skills and able to work well under pressure.	✓	
19.	Working knowledge of managing budgets with a keen eye for detail.	✓	
20.	Good understanding of current procurement laws		✓
21.	Full and current UK driving license	✓	

22.	Professional, flexible, and enthusiastic approach to work and able to attend some evening/weekend working.	✓	
23.	A high level of proficiency using Microsoft Office.	✓	
Values			
24.	Able to always demonstrate and evidence ISHA's values: Pride in team ISHA. Passionate commitment to customers. Trusted to make the difference. Respect for everyone.	✓	