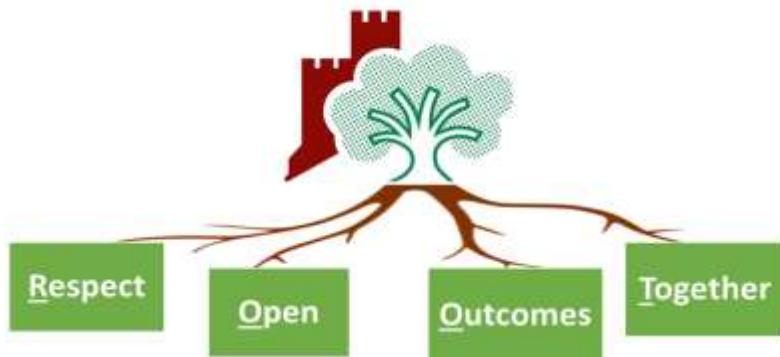


JOB DESCRIPTION

DIRECTORATE	Resources
SERVICE	Corporate Development Team (CDT)
POST NUMBER	TBC
POST TITLE	Development Project Surveyor
POST GRADE	Local Salary Scale PO2
CONDITIONS OF SERVICE	National Joint Council (NJC) for Local Government Services as amended locally
RESPONSIBLE TO	Development Programme Manager
RESPONSIBLE FOR	n/a – no staff
JOB PURPOSE	<p>Responsible for ensuring comprehensive client side financial and contractual control of one or more construction and development Capital Projects as assigned by the Development Programme Manager, supporting the Project Manager to ensure cost effective delivery.</p> <p>Responsible for management of project budgets and contracts, producing cost budgets, and advising on value engineering. Support to the procurement processes including responsibility for tendering and selection of consultants, contractors and suppliers, including drafting agreements.</p>

RDC Values and Target Operating Model Principles



- **Efficient and effective** (systems and resources evidencing Value for Money; Return on Investment – a commercial mindset)
- **Empowering** (timely decisions at the right level – proportionate governance)
- **Focussed on customer outcomes and early intervention** (evidence-led decision making and resource allocation)
- **A Community Leader** (influencing stakeholders, driving delivery with partners)

MAIN AREAS OF WORK	
1	The Development Project Surveyor is responsible for ensuring comprehensive financial and contractual control of one or more Capital Projects as assigned by the Line Manager, enabling the delivery of cost-effective Capital projects.
2	Working alongside the Project Manager, be responsible for the financial management of assigned construction and development projects to include placing contracts, management of variations, management of payment processes, agreement of final accounts and reporting in accordance with RDC process and procedures.
3	Prepare, monitor, update project Cost-Value Reconciliation and cash flow in relation to the Council's construction and development projects to support monthly project reporting.
4	Assist in the production of construction budgets and estimating functions in relation to the Council's construction and development projects.
5	Support tendering and selection of consultants and contractors, including drafting of agreements in consultation with legal advice, when required, using pre-set templates where available. Ensure all consultants and contractors are appointed including warranties.
6	Work alongside the Project Manager as part of a Project Team to ensure outcomes are achieved and to realise value for money through robust financial management, cost control, contract administration and value engineering.
7	Receive, check and authorise Applications for Payment and Invoices including Payment and Pay Less notices.
8	Work in accordance Rother District Council (RDC) and Public Procurement Regulations.
9	Management of claims and ensure accurate and timely reporting of claim occurrences.
10	Participate in the risk management process including providing financial information to the risk management schedules and provision of advice on risk mitigation.
11	When required and as part of flexible working – to work within other Services and Directorates in support of the Council's overall objectives and projects
12	Co-operate with Managers in implementing the Council's Health and Safety Policy. The responsibilities of members of staff in respect of this are set out in the Council's Health and Safety Manual.
13	To undertake any other duties for which the post holder is competent and which the Head of Service considers necessary for the effective and efficient delivery of the Service.

Colleagues are expected to demonstrate our Values and Behaviours –

RDC Value	Behaviour	Description
Respect	Professional	Maintaining high standards – in line with professional/regulatory requirements and Nolan principles*
	Value others	Ensures that people are given opportunity to contribute, appreciate and acknowledge that contribution
	Empowering	Enabling and encouraging people to influence and make decisions
Open	Trusting	Rely on and put confidence in others to do as they say
	Listening	Makes time to hear what people are saying, checks understanding
	Feeding back	Sharing observations and perception to improve understanding and performance
Outcomes	Responsible	Being accountable and reliable, doing what you have said you will do
	Innovative	Creating and trying new ways of doing things
	Prioritises	Organise, clarify what is most important and focus on that
Together	Communicates	Shares information in an accessible and timely way with people who need to know
	Collaborates	Cooperates, identifies, and brings in people to work together
	Relationship focus	Taking time to build connections and get to know other people

PERSON SPECIFICATION

POST TITLE	Development Project Surveyor	
DIRECTORATE	Resources	
SERVICE	Corporate Development Team (CDT)	
POST GRADE	Local Salary Scale PO2	
	Essential	Desirable
Qualifications		
A degree and / or equivalent professional qualification in an appropriate subject (Quantity Surveying, RICS, ICE etc).		X
Experience		
Relevant experience and knowledge of development and contracting within a similar role, on projects of similar scale and complexity to RDCs Development Programme. In either public or private sector.	X	
Specific knowledge and experience working with different forms of Construction Contract including the JCT and NEC suite of contracts, and a clear understanding of the obligations within the construction and development sector.	X	
An understanding and experience of public sector procurement rules and processes.		X
Proven ability to manage budgets with a high degree of accuracy. This includes cost management, cost reporting, cash flow production, and the ability to disseminate complex financial information.	X	
An in-depth knowledge of administration and legal matters in relation to construction and development.		X
An effective negotiator with the ability to manage complex commercial matters.	X	
IT literate, expertise in Microsoft Office package (especially Excel and Word). With excellent written and verbal communication skills.	X	
Sound technical, health and safety knowledge in relation to construction industry with knowledge onsite.		X
Skills and Abilities		
Effective business, project planning and time management	X	
Ability to communicate well and influence at a senior level	X	X
Ability to draft agreements and contracts	X	
Financial appraisal and cash flow and Budget management including cost control	X	
Excellent negotiation and influencing skills	X	
Ability to work under pressure and deal with unforeseen and urgent demands	X	
Training		
Managing contracts and strategic commissioning		X

Risk Management / Health & Safety		X
Knowledge		
Understanding of the Public Procurement Regulations 2015 and the Procurement Act 2023		X
Property development appraisal techniques		X
Good understanding of the 'due diligence' process and risk management		X
Familiarity with technical specifications, contract tenders and briefing documents	X	
Knowledge of project budgeting and specifically reviewing quantitative costings within projects at Construction Stage.		X

December 2025

Development Surveyor – Terms of Reference

1. Purpose

The purpose of the Development Surveyor role is to ensure financial delivery, management and reporting of individual projects within the Council's Development Programme in accordance with the parameters set by Cabinet and the Corporate Programme Board. The role will provide day-to-day oversight and management of one or more projects, oversee all aspects of delivery and report back to the Development Programme Manager. The Project Surveyor may have responsibility for one or more projects.

2. Roles and Responsibilities

The Project Surveyor has responsibility for the day-to-day financial management and reporting of a project.

The Surveyor will:

- Support the Corporate Development Team (CDT) to procure, coordinate and manage professional consultants and contractors to realise and implement the Cabinet-approved Project Brief, Business Plan and Budget.
- Manage project finances ensuring they are controlled, reported and consolidated into a consistent reporting format.
- Be responsible for all aspects of contract administration including the preparation, placement, monitoring and variation of all contracts.
- Be responsible for valuation and invoicing – costs and revenues – ensuring robust control of finances.
- Prepare project cash flow forecasts, prepare and maintain the budget.
- Support the CDT to lead professional consultants to ensure delivery of the project in accordance with the Cabinet-approved Project Brief, Business Plan and Budget.
- Prepare and keep updated:
 - Appointment tracker
 - Procurement requirements
 - Cash flow forecast
 - Cost Plan
- On receiving a decision or confirmation of strategic direction, prepare strategies to deliver that decision or direction.
- Have delegated authority to make decisions in relation to a project, issue instructions and authorise project-level expenditure within the scope of the approved Budget, Brief and Business Plan.
- Act within the parameters and scope of this document, Cabinet approvals, and as instructed by the Development Strategic Lead (DSL), Development Programme Manager (DPM), Capital Finance Partner (CFP).
- Shall always act in the best interests of the project.
- Attend and support monthly Project Review Meetings facilitating detailed, progress-focussed discussion of every aspect of a project.
- Attend monthly (or more frequent) design/project team meetings, facilitating detailed, progress-focussed discussion of every aspect of a project.

- Contribute to a monthly highlight report to be delivered to the DPM.
- Keep the DSL and DPM updated with progress, providing regular project updates.

3. Delegated Responsibility

The PFM delegates responsibility for all aspects of the day-to-day financial management of a project to the Project Surveyor.

The Project Manager will prepare and keep updated the following in relation to the Programme:

- Appointment tracker
- Procurement requirements
- Cash Flow Forecast
- Cost Plan

These shall form the basis for periodic reporting to the DPM.

Decision-making

The Project Manager can make the following decisions (all so long as within the approved parameters):

- Design and operational decisions which implement the approved parameters