

Job Description & Person Specification



Job Title	Land Surveyor
Division/Location	Land Surveying
Reporting to	Associate Director – Planning, Land Surveying & Asset Realisation
Weekly Hours	37 hours per week
Grade/Salary	CP

Job Description
The Role:
<p>The Land Surveyor will be responsible for providing high quality land surveying services by undertaking inspections and surveys and producing the appropriate documentation; as well as providing data and technical input into relevant databases.</p>
Main Responsibilities:
<ul style="list-style-type: none"> • Carrying out cadastral surveys, locating boundary features and services; verify deed and land certificate plans; identify easements and wayleaves and liaise with utility providers as appropriate. • Undertaking site inspections and surveys, providing relevant reports and survey output. • Carrying out detailed measured land and building surveys, levelling by traditional and electronic methods for various purposes. • Setting out new boundaries for development land, vision splays and field boundaries, including the calculation of areas by mathematical or computer aided means. • Completing measured site investigations of boundary encroachments or disputes, interpret title deed and land certificate plans, prepare site records at appropriate scale, and liaise with adjoining owners and their agents if necessary. • Providing data and technical input for relevant systems and assist in answering queries. • Assisting with the appointment and supervision of external consultants, • Assisting Senior Land Surveyors with technical requirements • Assisting with the production of high-quality reports and plans whilst working to tight deadlines. • Contributing to ensuring the objectives in the Business Plan are met. • Assist with identifying new business opportunities. • Fee earning at 90% and contribute to the achievement of business plan objectives and targets.
Other Duties
<p>The duties listed are not exhaustive and may be varied therefore the post holder will be expected to undertake other duties as appropriate to the role and as requested by his/her line manager, including:</p> <ul style="list-style-type: none"> • Carrying out duties appropriate to the grade of the post, including occasional travel to other offices as required. • Promoting continuous improvement and delivering demonstrable high-quality products and services which embrace quality standards. • Demonstrating personal commitment to the Norse Way CSR Strategy.

Approval/Review Date			
Approved by Operations Director:		Date :	
Approved by Head of Resourcing:	Jo Wishart	Date :	22.12.2021

Person Specification			
Category	Requirement	Essential or Desirable	Assessment Method Application Form (AF) Interview (I) Test(T)
Qualifications/ Knowledge/ Training	HNC/HND or equivalent in a land surveying discipline	Essential	AF
	Holds a current site card or is prepared to immediately attain	Essential	AF
	Bachelor's Degree or equivalent in a land surveying related discipline	Desirable	AF
Experience	Experience in a similar or related role	Essential	AF/I
	Familiar with relevant construction, health and safety legislation and the risks and hazards associated with asbestos	Essential	AF/I
Skills/Abilities	Proficient in the use of Microsoft Office Suite	Essential	AF/I
Other Requirements	Full UK driving license for the travel requirements of the role.	Essential	AF/I

General
<p>Job descriptions are accurate at the time of compilation but are open to change and therefore will be subject to regular review.</p> <p>It is the individual's responsibility to take reasonable care for the Health, Safety and Welfare of themselves and others in accordance with the Health & Safety at Work Act (1974) and associated Company policy and procedures.</p> <p>The individual is required at all times to comply with the provisions of the Data Protection Act 2018 (DPA) and the General Data Protection Regulation (GDPR) and with any policy introduced by the Company to comply with the Acts.</p> <p>We are committed to employment practices and behaviours which encourage diversity, promote equality of treatment and eliminate unlawful and or unfair discrimination.</p>

Our Values

You will be expected to promote and adhere to the workplace values of our organisation:

Quality – We strive to deliver outstanding quality and make business excellence the standard by which we measure ourselves.

Innovation – We embrace new ideas and have the courage to be creative, so our services are delivered in the most effective and safe way possible.

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Respect – We value everyone as an individual. We respect their rights, life choices and the personal contribution they make to our business success.

Trust – We want to be a trusted provider, partner and employer, recognising that to do so, our word must be our bond. If we say we will do something, we do it.

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