

Position Description

Vacancy Title: **Senior Surveyor**

Location: **Suva**

Reports To: **None**

Objective

The Senior Surveyor will work with the Land Services team (which contains other relevant skilled personnel in the field of land use planning, environment, valuation, marketing, and land available) to identify parcels of iTaukei land that can be developed, with scheme plan and survey plan approved by relevant stakeholders. In line with TLTB's "To Be" objectives of i) web-based automation/integration of all TLTB systems, and ii) cadastral survey of all iTaukei lands, the Senior Surveyor will be responsible for surveying of land parcels to be loaded on TLTB Online Market Place platform for trading and leasing purposes. The incumbent will be responsible for ensuring the overall planning, and boundary identification and surveying monthly targets are met through quick responses and defined survey procedure to relevant stakeholders and TLTB development/project sites. Additionally, he/she will assist the team in producing cost-benefit analysis for development projects, and ensure that developments are of good quality so as to derive maximum returns from the land. The Senior Surveyor will assist in undertaking quality assurance activities to monitor the performance of contractors who will be selected to undertake civil works required to meet approval conditions from relevant approval agencies; and ensure works are completed within timelines and to required standard. The incumbent will undertake surveying on iTaukei land in accordance to Surveyors Regulation & Act under the direction of the Manager Land Services, and the General Manager Estate Services; and ensure adequate training is provided to the technical team within the Department and to the regions on surveying techniques and methods. The position reports directly to the Manager Land Services.

Outcomes

Organisational Stakeholders

1. Efficient Work Practices

- Plan, prioritize, assign, supervise, and review survey works; train (region and Department) staff in essential survey techniques and knowledge; provide technical staff assistance and direction; evaluate performance of any assigned staff.
- Manages and supervises an ongoing training program for staff to become more efficient in the use of contemporary survey equipment in the field, and computer applications in the office.
- Sound advice provided to Executive Management on surveying projects and methodologies on iTaukei land.
- Sound land management and surveying systems and procedures in line with EOM on landuse, agricultural, residential, commercial, and industrial and subdivision policies implemented.
- Work with the Land Use Planning and Land Available teams in undertaking scheme plans (on development leases, NLC boundary survey, and other land available projects) to be lodged for approval with approving authorities (DTCP and Surveyor General).
- This includes assessing stakeholder expectations and needs, and included in land management and surveying systems and procedures.
- Sign/certify and seal subdivision (survey) plans and legal descriptions as the Board's Professional Land Surveyor.
- Assist in overseeing survey contract process for any consulting surveying services on Board-related development projects.
- Ensure subdivision works and plans are compliant with relevant codes and standards associated with property boundaries, planning setbacks, rights-of-ways, etc.
- Sound and effective public relations to tenants, landowners and stakeholders provided.
- Assist and participate in budget preparation and administration; prepare cost estimates for budget recommendations; submit justifications for survey related technology; monitor and control expenditures.
- Build and maintain positive working relationships with co-workers, other professionals from relevant external agencies, and the public using principles of good customer service and the Board's Values.
- Observe and maintain a safe working environment in compliance with established safety programs and procedures.
- Assist the Land Services team in producing cost-benefit analysis for development projects, and ensure that developments are of good quality and standard so as to derive maximum returns from the land.
- Assist in undertaking quality assurance activities to monitor the performance of contractors who will be selected to undertake civil works required to meet approval conditions from relevant approval agencies; and ensure works are completed within timelines and to standard.
- Work with land use team in providing cost-benefit analysis of proposed LOU-based initiatives/projects, particularly developments requiring subdivision-related works.
- In line with TLTB's "To Be" objectives of i) web-based automation/integration of all TLTB systems, and ii) cadastral survey of all iTaukei lands, the Senior Surveyor will be responsible for surveying of land parcels to be loaded on TLTB Online Market Place platform for trading and leasing purposes.
- Responsible for ensuring the overall planning, and boundary identification and surveying monthly targets are met through quick responses and defined survey procedure to relevant stakeholders and TLTB development/project sites
- Assist Geospatial Information Coordinator in managing of TLTB's Land Information geospatial database, to ensure cadastral records/boundaries of iTaukei lands are properly stored spatially and resolve cadastral boundary dispute

2. Legal Compliance

- Liaison and work with all relevant stakeholders and service providers, approval agencies and authorities to achieve Board's development objectives as per Strategic Corporate Plan.
- Standard surveying practices and enforcements is driven by incumbent, to ensure the provision of surveying work, procedure, practice, and advise is accurate, transparent and to a high quality.
- Represent TLTB and guide/assist legal team on legal cases and present evidence as an expert witness.

3. Leadership & Management
<ul style="list-style-type: none"> • Development, coaching and mentoring of staff. • Allocation of resources is reviewed and coordinated.
4. Continuous Learning
<ul style="list-style-type: none"> • Continuous learning and development of own skills and knowledge base is ensured. • Train and supervise trainee surveyors and estate officers who are working towards getting surveyors registration.
5. Key Challenges
<ul style="list-style-type: none"> • Delivering outcomes that are transparent, objective, on time, to standard and in accordance with all relevant requirements in a politically sensitive environment. • Delivering customer focused advice of a technical nature in plain English so that it is easily understood
6. Stakeholder Relations
<ul style="list-style-type: none"> • All meetings with stakeholders and government departments on surveying, land use and natural resources activities are attended and reported as appropriate. • Liaison and work with all relevant stakeholders and service providers, approval agencies and authorities to achieve Board's development objectives as per Strategic Corporate Plan.
7. TLTB image and value standards demonstrated at all times.
<ul style="list-style-type: none"> • An efficient, safe, healthy, motivated and environmentally-aware workforce • Effective utilization of resources including teamwork • Work cooperatively with all managers

Responsibilities - Key Competencies

Competence	Description
Business	
Risk Management	Analyse and manage risk.
Planning	Deliver results by developing, reviewing or following a work plan, action plan or operational plan.
Information Analysis	Make informed decisions by collecting and interpreting data and information
People	
Problem Solving	Develop practical solutions to a situation.
Professional	
Technical Strength	Demonstrate knowledge of a specialist discipline.

Qualifications

Qualification	Discipline	Notes
Preferred		
Degree	Geomatics, Land Surveying	A Registered Surveyor (Fiji) with a relevant University qualification in Land Surveying/Geomatics

Work Knowledge and Experience

At least 5 years of work experience working as Land Surveyor with supervisory exposure.

Demonstrated experience in land surveying with a very good knowledge of survey specifications, standards, and land surveying processes.

Sound understanding of the relevant (surveying and planning) legislations in Fiji: Surveyors Act, Surveyors Regulations, Notices to Surveyors, Subdivision of Land Act, Town & Country Planning Act, Town Planning General Provisions, and other relevant legislations as they relate to the preparation and examination of record documents, including final maps, parcel maps and records of survey.

Good communication skills and experience preparing reports, correspondence and presentations on complex surveying matters within established timeframes, in order to get relevant approvals for scheme plans, engineering plans, and survey plans.

Very good knowledge of contemporary principles, practices, methods and equipment pertinent to land surveying.

Capacity to master the use of surveying software to support the drawing of survey plan.

Good interpersonal skills with experience in community consultation and effective communications with stakeholders, elected representatives and government departments.

Ability to submit timely monthly and quarterly reports.

Demonstrated ability to analyse complex land surveying issues with excellent problem-solving skills and development of actionable recommendations.

Ability to accomplish physically demanding duties in an outdoor environment and to endure long hours out in the field.

Ability to work in a team environment, contribute and provide guidance and assistance.

Service oriented approach with a commitment to supporting the operations of the Board

The incumbent to possess good negotiation skills

Requirements

Language Proficiency

Excellent command of English

Knowledge of another language

Regulatory Compliance Requirements

Driver's License

Other Required Requirements

No other required items found.

Interactions

Type	Interaction	Comments
Internal		
	Area Managers	
	Employees	
	Management Team	
External		
	City and Town Councils	
	Surveyor General	
	Department of Town & Country Planning	
	General Public	
	Regulators	
	Stakeholders	

Attributes

Behavioural Styles

Detail oriented	Attends to the small elements of a task/activity, ensuring completeness and accuracy.
Integrity	Adherence to moral and ethical principles; soundness of moral character; honesty.
Punctuality	Completes a required task or fulfills an obligation before or at a previously designated time
Reliable	Is able to be trusted to do what is expected or has been promised, puts in a great amount of effort believing in the value of work.

Interpersonal Styles

Customer/Client Focused	Focused on client and customer satisfaction and ensuring high levels of service are maintained at all times
Forthright	Speaks out frankly without hesitation, showing a direct manner.
Realistic	Shows concern for facts and reality, rejecting the impractical.

Thinking Styles

Analytic	Able to separate things into their constituent elements in order to study or examine them, draw conclusions, or solve problems.
Disciplined/Systematic	Is controlled in conduct, shows an orderly pattern of behaviour, following a methodical and thorough approach.
Well organised	Controls tasks in a well thought out and critical manner.

How To Apply

Apply Online Through HRmonise

Contact for Enquiries

Contact Name: Seruwaia Bolatini
Contact Email: sbolatini@tltb.com.fj
Further Contact Information: 3312733

Closing Date: 07 Oct 2022