

## JOB DESCRIPTION

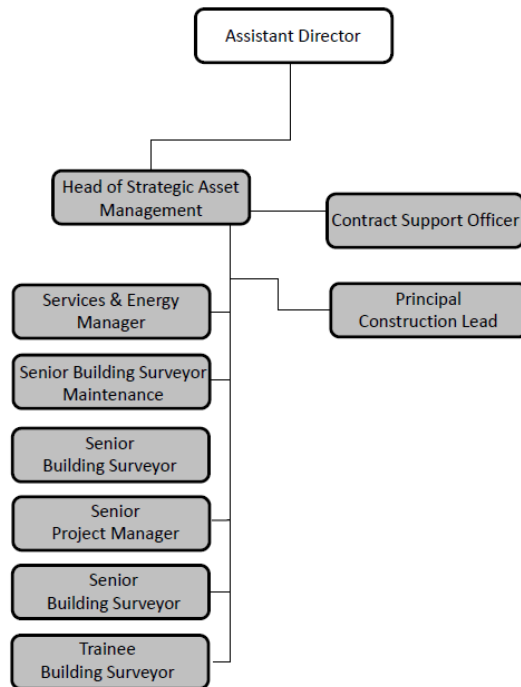
<b>Job Title:</b>	<b>Senior Building Surveyor (18 month FTC)</b>		
<b>Directorate:</b>	<b>Place</b>	<b>Salary:</b>	<b>FTE £45,441 - £50,512 Plus LWA £689 and ECU £963</b>
<b>Section:</b>	<b>Corporate Property</b>	<b>Grade:</b>	<b>BG-E SCP 37 - 42</b>
<b>Location:</b>	<b>Time Square</b>	<b>Work Style:</b>	<b>Flexible</b>

### Key Objectives of the role

- To carry out professional building and project management functions in the delivery of construction projects.
- Investigations and surveys, including: measured, condition surveys; Investigation of building and building services defects and the identification and prioritisation of maintenance needs.
- Providing expertise in delivering projects to the highest quality standards, on time and within budget.
- To provide design and specification information suitable for tender to contractors which will be incorporated as part of the planned works programme or within various capital schemes, as required. You will be expected to manage the project budgets and provide regular reporting to the Head of Strategic Asset Management.
- To support the Head of Strategic Asset Management and the Assistant Director: Property.

### Designation of post and position within departmental structure

The post reports to the Head of Strategic Asset Management who is responsible to the Assistant Director: Property. Corporate Property currently has 21 staff which covers Property Services, Construction & Maintenance, Estates & Valuations, Health & Safety and Facilities.



### Daily and monthly responsibilities

- Under the direction of the Head of Strategic Asset Management, to lead and carry out the professional building surveying & project management work of the section.
- Advice and planning, including: advice on construction, options for development and on costs; the preparation of estimates, costings, briefs, feasibility studies, reports and analysis; guidance on responsibilities and opportunities in relation to construction works and building maintenance.
- Investigations and surveys, including: measured, condition surveys, investigation of building and building services defects and the identification and prioritisation of maintenance needs.
- Design and scheduling of work, including: specifying, tendering and tender appraisal for construction and maintenance works, to the value of £0.5m. Overall project programme circa £1m pa.
- Lead on monitoring and reporting of external consultant performance information and progress for the departments Revenue and Educational Planned Maintenance Programmes.
- Support the Head of Strategic Asset Management in managing large scale Capital Projects including overseeing the Feasibility, design, procurement, and construction stages specific projects through external consultants and contractors in accordance with the Council's Standing Orders and Financial Regulations.
- Contract management and project administration, including: managing construction and property related projects; acting as Principal Designer in accordance with CDM Regulations as and when required.
- Building Management, including: specifying and administering appropriate works or programmes of work, managing the Council's main term maintenance contract.

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- To attend meetings as necessary, including meetings with building users and managers, other officers and members, to agree programmes and to ensure effective progress of the section's services.
  - To support with the Council's BMS system, which includes monitoring the main office buildings' heating and ventilation systems and provide support to those who manage the C&M's property management and maintenance system.
  - To undertake any other tasks associated with the responsibilities of the section which can reasonably be held to be within the post holder's experience and qualifications.
  - Develop close working relationships with key contractor personnel and use partnering techniques to look for and implement innovative solutions and improvements by working together.
  - Manage and monitor both contractors and consultants. Where standards are not being met, to implement systems to resolve these matters independently and without supervision.
  - To ensure the contractor has a safe system of work in operation during all works on site and that all operations are carried out under the Health and Safety at Work act and are observed and strictly adhered to by the contractor reporting on and monitoring Health and Safety compliance.
  - Preparing information suitable for tender to contractors, as part of the annual planned works programme or within capital works schemes as applicable.

#### **Scope of role**

- To provide professional building and building surveying functions with an emphasis on the Council's works programmes, working within the budgets designated for individual projects and the discipline of the section's practice account.
- This work impacts upon the public and staff using the Council's buildings and affects the delivery of service by client departments.
- Support the re-procurement of all Council service contracts, to ensure buildings are maintained up to the current standard. Approx. value of the service contracts is £5m.
- To support the implementation of the one Corporate Landlord Model and manage a budget of £1m and provide technical support for all Council assets and arrange for remedial works to be completed to avoid loss of buildings or use to the services.

Commitment to the Council's Equal Opportunities policy at all times

Commitment to working within the bounds of the Data Protection Act and GDPR legislation at all times

Such other duties as may from time to time be necessary, compatible with the nature of the post. It should be noted that the above list of main duties and responsibilities is not necessarily a complete statement of the final duties of the post. It is intended to give an overall view of the position and should be taken as guidance only

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## PERSON SPECIFICATION

KEY CRITERIA	ESSENTIAL	DESIRABLE
<b>Skills and qualifications</b>	HND/Degree in Construction or equivalent experience.  Evidence of continuing professional development.	RICS or CIOB
<b>Competence Summary</b> (Knowledge, abilities, skills, experience)	<p>Background in building surveying or architectural practice.</p> <p>Good written &amp; verbal communication skills and negotiation skills. Good IT skills including working knowledge of Word, Excel, Outlook and MS project.</p> <p>Good organisational and trouble shooting skills. Ability to schedule workloads and to work to deadlines, particularly under pressure.</p> <p>Good working knowledge of building regulations</p> <p>Ability to chair meetings and inspire confidence among a wide range of service users.</p> <p>Ability to carry out condition surveys.</p> <p>Experience of using AutoCAD.</p> <p>Extensive knowledge of Health &amp; Safety legislation, including CDM Regs.</p> <p>Supervision of contractors and consultants.</p> <p>Work alone unsupervised or as part of a team.</p>	<p>Knowledge of Local Authority procedures.</p> <p>Experience of delivering projects and programmes.</p> <p>Experience of managing a consultant.</p> <p>Knowledge of procurement regulations.</p> <p>Experience of dealing with partnering contracts.</p> <p>Experience in using NBS or specification writing software.</p>
<b>Work-related</b>	Caring attitude to service users.	

<b>Personal Requirements</b>	<p>Commitment to the provision of quality services, sensitive to the needs and preferences of clients.</p> <p>Ability to meet deadlines.</p> <p>Team player/articulate.</p> <p>Driven and focussed on successful delivery.</p> <p>The post holder must hold a full UK driving licence (or valid equivalent). Non-UK licences must be converted to UK licences in the first six months of employment.</p>
<b>Other Work Requirements</b>	<p>The ability to converse easily with members of the public and respond effectively to questions in spoken English.</p> <p>Attendance at some evening meetings.</p> <p>Be able to carry out inspections, including vacant sites, confined spaces, use of steps, ladders, access towers, scaffolding and working at heights.</p>
<b>Role models and demonstrates the Council's values and behaviours</b>	<p>Our values define who we are. They outline what is important to us. They influence the way we work with each other – and the way we serve our residents and engage with our communities.</p> <p>We make our values real by demonstrating them in how we behave every day.</p>

**All staff should hold a duty and commitment to observing the Council's Equality & Dignity at Work policy at all times. Duties must be carried out in accordance with relevant Equality & Diversity legislation and Council policies/procedures.**

