



Job Description & Person Specification

Job Title:	Building Surveyor-Temporary	Job Reference:	TVBC23587
Service:	Estates & Economic Development		
Location:	Beech Hurst	Grade:	10
Reports to:	Principal Building Surveyor		
Date:	14 July 2017		
Our Values: We expect all of our employees to live by and demonstrate the Council's five key values of:			
Accountability, Ambition, Empowerment, Integrity, Inclusiveness.			
Main job purpose			
<p>To survey buildings, identify and diagnose building defects and wants of repair.</p> <p>To specify the construction, repair and alteration of buildings.</p> <p>To negotiate the procurement building work and consultancy advice.</p> <p>To administer building contracts and manage external consultants.</p> <p>To ensure that all work is undertaken in accordance with relevant statutes and codes of practice and the Council's Contract Standing Orders.</p> <p>This work will be undertaken both directly and through external consultants, with responsibility for own projects and assisting the Principal Building Surveyor with larger projects (up to Circa £250k per contract) The work will be undertaken on the Council's corporate and investment properties.</p>			
Main responsibilities and duties			
<ol style="list-style-type: none">1. To undertake or procure building surveys for various purposes including defect diagnosis, technical due diligence, planned maintenance, statutory compliance, alterations and dilapidations.2. To prepare specifications for the construction, alteration and repair of buildings both directly and through external consultants.3. To negotiate dilapidations claims and licences for alterations on behalf of landlord or tenant.			

4. To negotiate the procurement of building work both directly and through external consultants by tender or through framework agreements.
5. To prepare and administer building contracts both directly and through external consultants up to a contract value of approximately £250K, and to assist the Principal Building Surveyor with larger contracts

To ensure that service delivery complies with current regulations, accepted professional standards, the Council's policies and procedures and appropriate legislation. This includes legislation on equalities, health and safety and safeguarding children and vulnerable adults.

Supervision and management

The role has no line management responsibility.

Resources

The role has responsibility for the preparation, administration and management of building contracts through external consultants up to a contract value of approximately £250K, and to assist the Principal Building Surveyor with larger contracts.

The Council has a significant property portfolio (£97 million) divided between corporate and investment properties. This role will play a key part in managing the condition of the properties and enhancing their value.

Contacts and relationships

The condition of the Council's corporate properties is key to the productivity of the Councillors and staff and is a public and visible statement of the Council's professionalism to visitors and the general public.

The Council owns a substantial portfolio of investment properties across two substantial business parks in Andover. The provision and maintenance of these estates are key to the local economy.

The way in which corporate and investment properties are managed directly affects the wellbeing of residents and profitability of businesses within the Borough.

Working environment

The Estates Building Maintenance team maintains and modernises buildings in a range of locations and ensures compliance with current regulations and standards. This provides members, officers and the general public a comfortable place to work and visit.

The postholder will be required to visit sites on a regular basis, for which PPE will be provided.

CRITERIA Everything included in this section needs to be able to be objectively measured in one of the following ways: application form, certificates, testing, interview or references.	ESSENTIAL DESIRABLE
Educational and professional qualifications	
RICS qualified Good general standard of education.	Essential
Knowledge	
Knowledge of <ul style="list-style-type: none"> • building construction • building pathology • building contracts • relevant landlord and tenant law • dilapidations and technical compliance. 	All Essential
Experience	
<p>At least two years' experience of contract administration, including use of Joint Contract Tribunal form of contracts.</p> <p>At least two years' experience of surveying buildings and preparing written reports.</p> <p>Experience of building pathology and defect diagnosis, including preparing specifications of remedial work.</p> <p>At least two years' experience of negotiation, at least one of which should comprise negotiation with other property professionals (e.g. surveyors, architects, engineers, lawyers).</p>	All Essential
Key skills	
Effective verbal communication skills. Able to produce comprehensive and accurate written reports which are easily understood by the relevant audience. Good numeracy skills.	Essential Essential Essential
Personal qualities and behaviours	
The workload of the postholder and colleagues in the team is dynamic and as such the postholder must be able to work on a number of projects simultaneously and ensure they are all	Essential

<p>progressing to timetable and to budget. The postholder must, in consultation with the Principal Building Surveyor, be flexible and adaptable and ready to adjust the programmes of work to reflect changing priorities.</p>	
<p>Able to show initiative and take considered but timely action.</p>	<p>Essential</p>
<p>Good team player, recognising the pressures of workload across the team and being prepared to pitch in and assist colleagues when necessary.</p>	<p>Essential</p>

Other Factors

Site conditions can sometimes be noisy and dusty from plant and machinery however PPE is provided to the postholder.

Some working at height will be required from towers or scaffolding

Must be able to travel to Hampshire wide locations and occasionally to further locations some of which may not be easily accessible by public transport. Business mileage will be paid where a personal vehicle is used to travel to other work locations in accordance with the Benefits Policy.

Corporate Responsibilities

All employees are required to adhere to corporate policies, procedures and codes of conduct; full details can be found on the intranet or from your line manager. Particular aspects include:

Health and Safety - Every employee while at work has a duty to take reasonable care for the health and safety of himself/herself and of other persons who may be affected by his/her acts or omissions at work - Health and Safety at Work Act 1974.

All employees are required to adhere to the Council's corporate policy, procedures associated with their duties and to undertake tasks/training in that context, as required.

Safeguarding - This Council is committed to safeguarding and promoting the welfare of children and young people and vulnerable adults and expects all employees and volunteers to share this commitment, and to adhere to the Council's Safeguarding Policy.

Equalities – This Council is committed to providing equal opportunities for all. We believe that employing people from different backgrounds with a range of perspectives and experiences helps us to deliver high quality services to all our residents. We employ people based on their abilities and potential, regardless of any protected characteristics.

Social Media - Employees are required to adhere to social media corporate policies and to undertake tasks/training in that context as required. Employees must not bring the Council into disrepute through their use of social media either personally or on behalf of the Council.

Financial – Employees are required to adhere to the Council's financial regulations and to undertake tasks/training in that context, as required.

Risk Management - Employees are required to adhere to the Council's risk management strategy and to undertake tasks/training in that context, as required.

Data Protection and Data Security - We hold and process information about our customers and as such we are legally obliged to protect that information. Data protection is important for the Council, and employees are required to understand and adhere to relevant policies and procedures.