**Job Description **

**Building Surveyor**

**Reports to: Property Asset Manager**

**Responsible for - Directly: 0**

**Working environment: hybrid, mixture of home and office working, including site visits**

**Working hours: Full time, 37 hours over a 5 day week**

**Permanent**

**Purpose of role**

1. To be part of the Property & Asset team assisting in the delivery of a high quality and customer focussed repairs and compliance service, including the delivery of planned and cyclical programmes of work.
2. Leading on projects from inception through to completion including planned maintenance schemes, extension/adaption and conversion of existing properties through to full refurbishment.
3. To provide technical support, advice and solutions to the Property & Assets team and other Council departments in respect of the delivery of the repairs, maintenance and planned major works.
4. To lead and have accountability for the delivery of a range of technical projects, initiatives or work packages that comply with relevant legislation and help achieve the Council’s corporate aims and objectives
5. To use their technical knowledge and expertise to develop, design and implement customer-focused solutions for the assigned service area. They will continually identify and champion opportunities to deliver improvement in service provision, implementing changes and driving efficiencies
6. To participate in and contribute to the Corporate and Property Services strategies for the Council’s assets.
7. To contribute to the Council’s Asset Management Plan by assisting in Identifying performance, budget and quality targets relating to the services in conjunction with the Management team and develop and maintain arrangements for their monitoring and review.
8. Seek to achieve the strategic objectives of the Council by participating in team decisions and the efficient, economic and effective use of land and property in the ownership of the Council.

**Key Result areas:**

**Operational Responsibilities**

1. To work in accordance with current Construction Design and Management (CDM) regulations.
2. To carry out site, building/condition surveys of properties for repair, maintenance, improvement and demolition purposes and measuring where required. (Code of measuring practice).
3. To prepare tender and contract documentation, estimates, drawings, specifications and orders etc, for work
4. To supervise and inspect the works and administer contracts to ensure adequate quality is achieved and that specifications are complied with.
5. To ensure that works are carried out on time and within contract sums and budget estimate and provide regular updates to leadership team.
6. To chair regular site meetings with contractors and others to monitor the progress and quality of the works.
7. To advise the Clerk of Works on inspections required and to ensure that all projects are regularly inspected.
8. To carry out pre-completion inspections on all projects under his/her control and to certify completion when appropriate.
9. Ensure that tender quotations are prepared in accordance with contract requirements (JCT), and that adequate resources are available to comply with contracts.
10. Ensure that contract specifications are met in terms of cost, quality and timescale. Undertake value engineering where appropriate.
11. Ensure that all requirements of Health and Safety at Work legislation are met (specifically Risk, COSHH and Manual Handling assessments), and that employees are fully aware of statutory and Company requirements. To comply with any relevant legislation relating to this post.
12. Monitor and control expenditure in accordance with the budget for each service/project and financial regulations.
13. Prepare feasibility studies for service departments for recommendation to Heads of Service /Executive Leadership Team.
14. To advise on energy efficiency, environmental impact and sustainable construction, and incorporate these considerations into project work.
15. If required to provide working at height training to contractors and staff requiring access to the roof areas controlled by ‘Man-Safe systems’.
16. If required, carry out formal risk assessments and safety inspections of vulnerable buildings/sites/assets within the public and commercial buildings portfolio and under the control of GYBC.
17. To procure and administer contracts in accordance with the Councils Standing Orders.
18. To prepare and submit planning and building regulation applications as required.
19. Procure and manage energy contracts where required.
20. Any other work required and as directed within the confines of the existing grading and post

**The above may change subject to consultation with the post holder.**

**This job description sets out the duties and responsibilities of the job at the time when it was drawn up. Such duties and responsibilities may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and cannot in themselves justify a reconsideration of the grading of the job.**

**Person Specification**

1. **Experience/ Knowledge**

**Essential**

* 1. Demonstrates practical experience of working in a construction environment, with knowledge of a functioning Project Management Office.
	2. Ability to work as part of a team, pulling together people from different disciplines to meet priorities and deadlines.
	3. Excellent organisational skills and able to prioritise across a number of concurrent projects.
	4. Demonstrates knowledge and experience of organising meetings and accurately recording actions to ensure progress.

**Desirable**

* 1. Experience of PRINCE2 management systems (foundation or practitioner) or similar.
	2. Member of a relevant professional institution e.g. Royal Institution of Chartered Surveyors.
1. **Qualifications & Skills**

**Essential**

2.1 HNC/HND or equivalent vocational qualification in a Building Maintenance related discipline

**Desirable**

2.2 Relevant degree or equivalent qualification

2.3 Prince2 Project Management (or equivalent)

1. **Personal Qualities and Attributes**
	1. Self-awareness
	2. Openness and honesty
	3. Personal resilience
	4. Probity and integrity
	5. Fairness and consistency
2. **Competencies**
	1. Ability to prioritise workload.
	2. Capable of working under pressure and against tight deadlines.
	3. Ability to self-motivate and complete tasks independently.
	4. Proficient in the use of AutoCAD.
	5. Confident to communicate across a variety of officers / stakeholders.
	6. Excellent interpersonal and communication skills, both written and oral.
	7. Excellent Microsoft software skills (word / excel etc.).
	8. Demonstrates good listening skills and is able to respond to the diverse needs of others.
	9. Must have a full **clean** UK driving licence.

The following criteria will be tested at interview stage and does not need to be evidenced in an application form, CV or covering letter

1. **Agreed Behaviours Framework**
	1. Putting Great Yarmouth first
	2. Effective and open communication
	3. Respecting others
	4. Working together
	5. Embracing change
	6. Taking personal responsibility