



Job description			
Job title	Graduate Building Surveyor (2-year Fixed Term)		
Grade	Grade G/H		
Directorate	Resources		
Service/team	Assets Service		
Accountable to	Principal Maintenance Officer		
Responsible for	N/A		
JE Reference	A4967	Date Reviewed	May 2021

### Purpose of the Job

The Assets Service is responsible for the maintenance, compliance and investment of the Council's operational buildings estate. The Service delivers a range of capital improvement schemes associated with its operational buildings and supports the wider Council with the delivery of capital schemes related to major regeneration and development programmes. As a graduate surveyor you will take jobs from inception to completion and assist the surveying team in the Assets Service with the delivery of its building maintenance, compliance, and investment obligations.

### Duties and Responsibilities

This is not a comprehensive list of all the tasks which may be required of you. It is illustrative of the general nature and level of responsibility of the work to be undertaken.

- Effectively manage the relationships between clients, service users, designers, building professionals and contractors on a portfolio of projects.
- Coordinate and quality assure the work of the other professionals involved in the project.
- To consistently provide accurate, informative and timely written and verbal communication to relevant parties, including contributing to writing and presenting reports to the Senior Management Team.
- Ensure the aims and required deadlines of the projects are met and improved upon where possible.



- Ensure that quality standards stated in the specification are adhered to or exceeded. Keep track of progress ensuring that the project is on time and on budget.
- Maintaining records of expenditure, accounting, costing and billing for budget monitoring and final accounting.
- To ensure records management systems are kept up to date following changes such as asbestos registers and fire risk assessments to ensure the health and safety of people entering facilities.
- To provide advice and guidance to the Council, service clients and external bodies on a full range of matters relating to property, including acquisition, change of use, disposal, demolition, termination of utility supplies.
- To deliver planned maintenance, respond to reactive maintenance and undertake building condition surveys as required.
- To promote and implement the Council's Equal Opportunities Policy in all aspects of employment and service delivery.
- To develop effective working partnerships and relationships with elected Members, local, regional and national organisations.
- To ensure all Council Standing Orders and Financial Procedure Rules are upheld.
- To ensure (in collaboration with others) that continuous improvement, value for money and best value are delivered by all areas of the Council by challenging existing practices, setting targets for improvement and intervening as necessary.
- To support the Asset Management Team in the development and implementation of strategies, plans, policies, procedures, relevant to the work of the Service.
- To fulfil any other duties as reasonably directed by the Head of Assets.

#### **Knowsley Better Together – Staff Qualities**



## Health and Safety

- To use equipment as instructed and trained.
- To inform management of any health and safety issues which could place individuals at risk.

## Data Protection and Information Security

- Implement and act in accordance with the Information Security Acceptable Use Policy, Data Protection Policy and GDPR.
- Protect the Council's information assets from unauthorised access, disclosure, modification, destruction or interference.
- Report actual or potential security incidents.