

Job Title: Senior Building Surveyor

Unit/School: University Environments

Grade: 7 A/B

HERA: UE8

Core purpose of role

The Senior Building Surveyor is a key member of the Estates Maintenance and Development Team, responsible for supporting the strategic and operational delivery of long-term maintenance, refurbishment, and environmental improvement of the University estate. The post holder will work collaboratively with other members of the Estates Maintenance and Development Team and across wider departments, including academic and professional services, to address the building performance gap and drive continuous improvements in building performance.

They will put student success at the heart of decision-making and ensure that works are planned and delivered to minimise disruption and impact on students and the learning environment.

The role supports Cardiff Metropolitan University's Strategy 2030 and commitment to net zero carbon emissions by ensuring that building surveying activities contribute to a safe, accessible, sustainable, and student-centred environment. The post holder will work collaboratively within the Estates Maintenance and Development Team and with wider stakeholders to ensure that investment and maintenance decisions are informed, prioritised, and delivered in a way that enhances the student and staff experience and supports the University's teaching, learning, research, and community engagement priorities.

The post holder will lead on conducting and validating building condition surveys, procuring surveys from external consultants, and developing prioritised programmes of work to address safety, accessibility, statutory compliance, condition, energy efficiency, internal comfort, and pedagogic needs.

This role will also support the University's Strategy 2030 and net zero carbon ambitions through the delivery of remedial works, small project works, design services, and provide input to determining actions and inspecting both planned and reactive remedial works undertaken meet the required standards. The Building Surveyor will carry out Principal Designer duties under CDM regulations and play a vital role in enhancing the built environment for students, staff, and visitors.

The post holder will be part of a small, collaborative team and will be expected to work flexibly to support other related functions and priorities as required, to help deliver the desired outcomes for the team and the University as a whole. This may include infrequent

occasions working out of hours in response to emergency incidents or where necessary to mitigate the impact of works on core functions on a planned basis.

Key responsibilities and contributions

- Undertake building condition surveys across all University sites and maintain accurate and up-to-date estate condition records.
- Procure, manage, and validate the outputs of condition surveys carried out by external consultants.
- Prepare, prioritise, and manage rolling programmes of planned works to address building condition, health and safety, statutory compliance, accessibility, energy efficiency, and comfort.
- Provide professional advice to colleagues and stakeholders on building condition, fabric, and maintenance issues.
- Prepare detailed design specifications and contract documents for small works and minor refurbishment projects.
- Scope, specify, procure, and manage programmes and projects undertaken by contractors and consultants to deliver planned maintenance and minor works.
- Ensure compliance with the Construction (Design and Management) Regulations, including acting as Principal Designer for works under the direction of the post holder and confirming Client or Principal Designer duties for other fabric works as required.
- Manage and monitor works on site including liaison with contractors, consultants, and internal stakeholders.
- Contribute to energy reduction and environmental improvement projects by specifying appropriate materials and building solutions.
- Support the Head of Estate Maintenance and Development in delivering an effective, compliant, and customer-focused estates service.
- Collaborate with colleagues across University Environments, including the Climate Action and Digital Services teams, to support the strategic priorities of Cardiff Met. Develop and maintain positive working relationships with Schools, Professional Services, and contractors.



- Keep up-to-date with best practice, legislation, and guidance relevant to building surveying and estates management.
- The post holder will be part of a small, collaborative team and will be expected to work flexibly to support other related functions and priorities as required, to help deliver the desired outcomes for the team and the University as a whole.
- Willingness to work as part of an on-call rota, responding to unplanned emergencies and overseeing works required to be undertaken out of hours.

Person specification

Essential qualifications / Professional memberships

- Degree in Building Surveying or a related discipline.
- Chartered Membership (MRICS)

Essential experience, knowledge and skills

1. Extensive experience of conducting and managing building condition surveys.
2. Experience of developing and prioritising planned maintenance programmes.
3. Knowledge of CDM Regulations and experience of acting as Principal Designer.
4. Ability to design, specify, and manage remedial and minor refurbishment works.
5. Strong understanding of statutory compliance and building regulations.
6. Extensive experience of scoping, specifying, procuring and leading programmes and projects being undertaken by contractors and consultants to deliver works.
7. Strong organisational and project management skills.
8. Excellent communication and stakeholder engagement skills.
9. Proven ability to analyse data to inform decisions and prioritise resources.
10. Strong commitment to customer service and student-centred service delivery.
11. Experience of using CAFM systems for asset management and work planning.

12. Demonstrable commitment to reducing the environmental impacts of the built environment with strong understanding of energy efficiency, circular economy and sustainable building practices.
13. A demonstrable commitment to continuing professional development.

Desirable

1. Experience of working in a higher education or large multi-site estates environment.
2. NEBOSH or IOSH Health & Safety qualification (or a commitment to undertaking the required training and assessment)
3. Experience of establishing the use of CAFM systems, and the development and refinement of processes and procedures for managing estate assets and programmes of work.

Welsh skill requirements

Welsh is essential to our students and staff and is a key part of our provision and services. For every position at Cardiff Met, proficiency in Welsh language is either essential or desirable. You can find information about the levels by viewing our booklet: [Welsh language skills levels](#). If a skill is listed as essential in the table below, please ensure you demonstrate this in your online application form.

Language level and general descriptor	Listening	Reading	Speaking	Writing
A1 – Beginner Can understand and use familiar everyday expressions and very basic phrases in Welsh.	Desirable	Desirable	Desirable	Desirable
A2 - Basic user Can deal with simple, straightforward information and communicate in basic Welsh.				
B1 - Intermediate user Can communicate, to a limited level, in Welsh about things that are familiar and/or work related.				
B2 - Upper intermediate user Can express myself in Welsh on a range of topics and understand most of a conversation with a native speaker.				
C1 - Fluent user				



Can communicate fluently in Welsh.				
C2 - Master user Can communicate fluently on complex and specialist matters in Welsh.				

Disclosure & Barring Service requirements

This post does not require a DBS check.

Supporting information

The University is a dynamic organisation and changes may be required from time to time. This job description and person specification is not intended to be exhaustive.

The University is committed to the highest ethical and professional standards of conduct. Therefore, all employees are expected to have due regard for the impact of their personal behaviour and conduct on the University, students, colleagues, business stakeholders and our community. Each employee must demonstrate adherence to our Code of Professional Conduct. In addition, all employees should have particular regard for their responsibilities under Cardiff Metropolitan University's policies and procedures.