

 St Albans City & District Council	Job Description and Person Specification	
Job Title	Senior Building Surveyor (Planned Works)	
Post Number	P2432	JE Ref:
Grade	PO2	
Other Payments	Essential Car User allowance, Professional Membership Fees Standby Payments	
Job Family	Principal Officer Team	
Service	Housing	
Progression	Progression through the grade is dependent on performance against delivery targets, value and behaviors	
Hours per week	37	
Accountable to	Planned Maintenance Manager	
Date created/ reviewed	July 2025	

JOB DESCRIPTION FOR SENIOR BUILDING SURVEYOR (Planned Works)

Job Purpose

The post is responsible for carrying out capital improvements to the Council's housing stock, taking a lead role in developing programmes of work exploring procurement initiatives, new products and technologies. It will have the lead role in developing and delivering the planned programme in conjunction with our partnering contractor. Management of the construction related 'Client' compliance responsibilities including Construction Design & Management (CDM) regulations, Building Safety Act (BSA) 2022, Fire Safety and Asbestos, associated with this role.

This post will require working closely with relevant colleagues to ensure the wider Housing Asset Management Team delivers a 'joined-up' approach to delivering the Housing Asset Management Strategy and associated Action Plan.

Accountabilities

1. To lead on the 'Client' aspects of procuring specialist contractors through the Council's 'partner' contractor. Analyse and propose new procurement initiatives, new products and technologies including sustainable buildings and energy saving products and practices.
2. To ensure the delivery of improvement works is all inclusive according to equality legislation and carried out in accordance with landlord's statutory obligations, current legislation and with respect to health and safety and Building Regulations.
3. To analyse and appraise changes in building and housing legislation and incorporate

relevant findings/updates to existing or new, in-house documentation, specifications and procedures – as deemed necessary

4. To undertake the inspections/surveying of properties followed by the issue of appropriate workstream specific 'Task Briefs' to include specifications, quantities (addresses) and budgets.
5. To financially manage (including budget monitoring) all 'Planned' workstreams that are within the remit of this role, working with the two Project Surveyors to ensure prompt and thorough analysis/validation of monthly valuations submitted by the 'partner' contractor, to raise any necessary 'payment certificates' within the prescribed timescales.
6. To attend and provide relevant updates to the monthly Planned Maintenance Core Group – The formal 'partnering contract' monitoring/liaison meeting. Also take the 'Client' lead in monthly workstream meetings (Fire Safety, Structural and General Planned Maintenance) with the Council's 'partner' contractor, ensuring discussions and actions are appropriately collated and recorded.
7. To provide prompt information and advice to the Leasehold Management Officer in relation to the costs and specifications of work to be carried out to leasehold properties to facilitate Section 20 consultation and maximise service charge income.
8. To directly manage two Project Surveyors, to include regular 1:2:1 meeting and adherence to the 'Corporate' appraisal/performance management mechanism which is in place for all line managers to follow.
9. To work with Housing colleagues to ensure that the Planned Maintenance team provides the relevant information and support for Resident Engagement events, some of which may be 'out of hours' (evenings).
10. To support the Planned Maintenance Manager supervising the wider team, assisting with interviews, attending departmental meetings and completing statistical returns, budget monitoring, policy development/updates and service plans.
11. To understand the Council's full obligations in relation to the Social Housing (Regulation) Act 2023 and how the Consumer Standards impact upon the Planned Maintenance function. To ensure compliance with the relevant requirements of those standards.
12. To monitor and identify works required, within the remit of this role, to fulfil the Council's obligations in relation to the Govt's Decent Homes Standard.
13. To provide professional supervision for graduate/trainee surveyors to enable them to progress and obtain a professional qualification.
14. To liaise positively and proactively with residents, members of the public and councillors in accordance with the Council's Corporate Customer Service Standards to ensure the smooth and effective identification and completion of planned improvement works to Council owned and leasehold properties. To investigate complaints, identify any lessons learnt, updating procedures as necessary.
15. To assist in all Health and Safety and compliance related matters, including (but not limited to) preparing and maintaining risk assessments, asbestos register, PPE registers. If required to act as Health and Safety Co-ordinator for the team.

Demands

Ability to deal with verbal abuse and aggressive behaviour up to 30 minutes, 2 times per week

Ability to analyse and problem solve complex building issues

The ability to deal with interruptions and manage competing priorities reorganising own workloads 4-6 times daily at an average of 20 minutes in order to meet deadlines

Strong commitment to delivering high quality services and achieve desired outcomes

Potentially hazardous situations encountered in dealing with residents who have mental / drug / behavioural issues when visiting or working in their homes up to 60 minutes once a month

Climbing stairs, ladders, scaffolding whilst in the operation of duties. Up to 30 minutes 2/3 times a week. Driving for up to 45 minutes, up to 15 times per week

Working Conditions

Working at per week Working in restricted or confined spaces up to 30 minutes 2/3 times a week

Working in poor/extreme weather conditions and inclement weather conditions up to 60 minutes at an average of 5-10 times a month

Working in “dirty” areas where they may be a risk of sharps, needles, contaminates, etc, up to 30 minutes, 1-2 times a month

Other Employment Requirements

To assist the Planned Maintenance Manager with the delivery of capital projects, associated responsive repairs and other planned maintenance of commercial and other non-housing properties.

This could involve working on projects or providing cover or support on a particular issue.

To be available to assist with departmental responsibilities in accordance with the corporate Emergency Planning and Business Continuity arrangements, and to take part in the Out of Hours Repairs Service Standby rota.

This job may be suitable for occasional home working.

To attend occasional evening meetings up to 6 per year, annual residents' conferences and other out of hours meetings with stakeholders up to 4 per year.

ROLE SPECIFIC PERSON SPECIFICATION - SENIOR BUILDING SURVEYOR [PLANNED WORKS]				
Criteria		Essential	Desirable	Assessment
Values and Behaviours				
	We are Customer Driven	X		I, T, R
	We Care	X		I, T, R
	We are Confident	X		I, T, R
	We Work Together	X		I, T, R
	We are Trusted	X		I, T, R
Qualifications				
Q1	Educated to degree or equivalent level	X		A
Q2	Full membership of RICS or CIOB (Royal Institution of Chartered Surveyors or Chartered Institute of Builders) or have equivalent experience	X		A
Q3	Evidence of continuous professional development	X		A
Q4	Asbestos related qualification or be willing to obtain one within a short period in post.	X		A
Q5	IOSH qualification or be willing to obtain one within a short period in post.	X		A
Knowledge				
K1	Advanced specific detailed knowledge of relevant legislation, regulations, standards and core disciplines of work area including, Health & Safety at Work Act, CDM Regulations 2015, Building Regulations, Building Safety Act 2023, Fire Safety Act 2021, Control of Asbestos Regulations 2012 (CAR 2012), DDA Act 1995	X		I
K2	Managing building contracts including TPC 2005 (Amended 2008) JCT Minor Works, JCT IFC, and JCT MTC	X		I
K3	Preparation of tenders and contract documentation in accordance with accepted professional practice and the Council's standing orders and UK Government guidelines (Procurement Act 2023 (implemented Feb 2025))	X		I
K4	Preparing plans and applications for Planning and Building Control Approval	X		I

K5	Non-traditional methods of procurement, i.e. Frameworks	X		I,T
K6	Traditional and non-traditional construction methods, building defect analysis and repair to both traditional and non-traditional buildings to a high level	X		I,T
K7	Project management from client brief to handover and managing external building contractors and partnership working	X		I,T
K8	Performance management and target setting	X		I,T
K9	Tenant and stakeholder engagement	X		I,T
K	Commitment to and clear understanding of equal opportunities	X		I
	Understanding of health and safety issues relevant to work area	X		I,T
Experience				
E1	Experience of Asbestos Management	X		A,I,T
E2	Previous experience of successfully undertaking professional surveying role	X		A,I
E3	Experience of delivering service objectives for a work area, including successful completion of projects and programmes of work	X		A,I
E4	Evidence of dealing effectively with change and commitment to continuous improvement	X		A,I
E5	Experience of developing and implementing policies, practices and service improvements	X		A,I
E6	Experience of managing complex budgets and preparing and applying for funding from external sources	X		A,I
E7	Experience of using a variety of IT systems e.g. MS Office, Microsoft Project, CAD packages Housing Management Systems (eg MRI),		X	A,I
E8	Experience of Asset Management software		X	A,I
E9	Previous experience of supervising		X	A,I

Method of Assessment Codes

A	Application Form	T	Tests (online / at interview)	R	Reference	D	Documentary Evidence	I	Interview	O	Other
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For further information on the scope of accountabilities when working at this level please see the generic job description/person specification [here](#)