Role Profile

(This document is to be read in conjunction with and supports the relevant Job Family)

Job Title	Building Surveyor		
Job Family	Specialist		
Level	Level 3	**Grade:**	CCC 15
Directorate/Service	People / Facilities Management		
Reports to (job title)	Senior Building Surveyor		
DBS Requirement	Basic: Yes	Standard: No	Enhanced: No
Ways of Working i.e. Flexible or Fixed	Flexible	**Politically Restricted Post**	No

ROLE SPECIFIC ACCOUNTABILITIES

- To lead complex building projects in their entirety including statutory consents where applicable, writing specifications, contract management and budget control to achieve the delivery of service targets and corporate objectives in a manner that demonstrates best value
- To inspect and survey building fabric, owned or leased to the authority, including repairs, alterations, improvements, design, servicing, risk assessments, condition surveys and to maintain the premises in the best possible condition within available budgets.
- To provide high quality, expert advice to other departments or teams on building and building envelope related issues including refurbishment, disrepairs and capital projects
- To organise resources (internal and external) in order to effectively progress and complete building projects on time and on budget
- To be the main point of contact for insurance, disrepair and other types of claims or legal processes, to carry out surveys related to these and liaise with the legal team as required to assist them in dealing with claims efficiently and effectively
- To write specifications, schedules of work, condition and dilapidation surveys, fire and storm damage reports and to raise orders to suppliers and contractors in order to fully record events & direct contractors efficiently.
- To record the results of all inspections and surveys including the use of the Council's asset management system, for the purposes of budgeting, financial planning, works programming, maintenance regimes and contractor employment.
- To obtain statutory permissions and grant-aid funding where applicable prior to works commencing to ensure our legal liabilities are fully met and attain best value for the council.
- To be be fully familiar with all working rules, contract standing orders, financial procedures, procurement rules, CDM and Health and Safety rules and building control/planning etc. to ensure procedural compliance at all times and to minimise risk to the council.
- General building surveying duties including repairs, maintenance, project management, contract management, party wall and solution design.
- To undertake Inspections, surveys, expert witness and party wall matters in accordance with the Royal Institution of Chartered Surveyors Guidance Notes, Practice Statements, and ethical standards.

ROLE SPECIFIC REQUIREMENTS	
Knowledge	• Demonstrable knowledge of building construction practice and theory. • Wide knowledge of buildings, trades, operations, materials and construction. • A good understanding of contracts and contract management • A good understanding of the role of the local government landlord and tenant law • A good understanding of building regulations and planning regimes • Demonstrable knowledge of advanced building pathology • Advanced building surveying knowledge (dilapidations, party wall, contract management, Disrepair and Historic Buildings) • CDM and the Client and Principal Designer Roles within it
Experience	• Demonstrable experience of collating and analysing information to be used in reports for councilors, residents and other stakeholders. • Demonstrable experience in writing reports, specifications and works under JCT Contracts. • Good experience of managing disrepairs in social housing including expert witness •
Skills	• Manage multiple projects effectively and be able to prioritise in response to changing deadlines • Exercise sound judgement in decision making, analyse problems, separate symptoms from causes and to consider options for short term and long term solutions • Good communication skills and ability to communicate information to a wide range of audiences both verbally and in writing • Set and monitor measurable and meaningful performance targets • Build and maintain good working relationships with staff, partners, tenants and others • Find opportunities to work collaboratively with others wherever possible; identify where good practice exists and implement when appropriate within own area of work. • Good level of competency in IT - Microsoft 365, Google and other service-based software systems • Excellent report writing skills including complaint expert witness reports • Excellent Building Pathology and defect diagnosis • Able to use CAD software (desirable) Ability to produce a wide range of legal and surveying documentation including (Scot Schedules, quinquennial inspection reports, defect analysis, expert witness report (Part 35 Disrepair, Building Surveys)
Qualifications	• Educated to degree standard • Member of a recognised professional body (including RICS, CABE, CIOB) • Certified in asbestos management and certification – desirable • Expert witness Training (desirable)
JOB DIMENSIONS - *Include key statistics relating to the job*	
Annual budgetary amounts - *State if impact is direct or indirect*	
Services / Teams reporting to the job holder - *directly & indirectly*	Direct: 0 Indirect: 0

Any other relevant statistics	
WORKING ENVIRONMENT CONTEXT	
Normal office environment with frequent site visits sometimes in unfavourable conditions. Home working is encouraged where appropriate. Driving licence and use of a car required.	

ROLE PROFILE SIGN-OFF		
Completed by	*Alexis Jobson, Head of FM*	
Reviewed/Agreed by	*Name*	*Date*
Job Holder	*Name*	*Date*