Job Description and Person Specification

POST IDENTIFICATION

Post Title:	Senior Building Surveyor
Job Evaluation ID:	0254EN
Grade:	9
Directorate:	Housing and Environment
Division:	Property Services
Section:	Building Consultancy
Location:	Penallta House
Responsible to:	Client Manager

JOB PURPOSE

To provide surveying and contract management services in relation to planned maintenance, refurbishment and improvement projects to Authority buildings (Non-housing).

KEY RESULT AREAS

Contracts completed on time, within agreed budget and to the specified standards.

High levels of customer/client satisfaction.

Ensure compliance with relevant policies, legislation and health and safety regulations.

Undertake inspections and provide reports in a timely manner.

DETAILED TASK PROFILE

Be the lead project officer on one or more projects at any given time. Specifically:

Carry out site surveys and develop a project brief.

Establish and agree a budget estimate and delivery programme.

Prepare specifications, drawings and other tender documentation.

Liaise with and manage the input of other specialists, eg structural, M and E, Asbestos.

Collate planning and building regulation documents.

Consult and communicate with the client and other stake holders throughout the project.

Evaluate tenders and make recommendations to the client.

Chair project meetings and administer the building contract.

Assist the QS in agreeing a final account.

Assist other project officers with all of the above where required.

KEY WORKING RELATIONSHIPS

Client and budget holders – taking a brief and keeping them updated.

Project team members – manage and direct the team.

Contractors - strong negotiation and contract management skills to successfully deliver projects.

VALUES AND BEHAVIOURS

Accountability

1. **Take responsibility for your work** – Own your decisions, tasks and outcomes.
2. **Deliver on your commitments** – Meet deadlines, honour promises and let your team know early if something might slip.
3. **Be honest about mistakes** – If you make an error, acknowledge it quickly and take action to fix it and learn from it.

Trust

1. **Be honest and transparent** – Communicate openly, tell the truth, and don't hide mistakes or important information.
2. **Act with integrity** – Do the right thing, even when no one is watching, and treat everyone with fairness and respect.
3. **Listen actively and respectfully** – Show that you value others' perspectives by giving your full attention, asking questions, and responding thoughtfully.

Respect

1. **Treat everyone with courtesy** – Act politely, use respectful language, and show kindness in your daily interactions.
2. **Value differences** – Show appreciation for diversity, different ideas and perspectives.
3. **Acknowledge contributions of others** – Give credit where it's due and show appreciation for efforts of others.

Honesty

1. **Communicate clearly and directly** – Be clear, concise and open with your language.
2. **Speak up about concerns or unethical behaviour** – Report issues respectfully and responsibly.
3. **Give honest feedback respectfully** – Share constructive feedback that's truthful, helpful, and aimed at improvement.

Working together

1. **Share information and ideas openly** – Keep colleagues in the loop, collaborate effectively and contribute knowledge that helps the organisation to succeed.
2. **Offer help and support** – Step in when others need a hand and offer your time and skills.
3. **Resolve conflicts constructively** – Address disagreements calmly, listen to all sides, and focus on solutions.

4. **Celebrate team successes** – Acknowledge wins and recognise the contributions of others.

RESPONSIBILITIES FOR STAFF

Post Titles, Numbers and Level of Accountability

Junior architectural design staff assigned to a project you are leading – day to day direction and technical management. Responsibility only relates to their input to the project.

Clerk of Works assigned to a project you are leading – give them a brief, monitor their input to the project and action any issues they highlight. Maximum of two Clerk of Works (part time of a given project) at a given time.

Other collaborators – coordinate and review their input to a given project. Maximum of 3 collaborators (part time on a given project) over a range of disciplines.

RESPONSIBILITIES FOR RESOURCES

Financial; Plant; Buildings or Equipment

Sole use of a desk top computer and mobile phone.

Data Systems

Microsoft Office and Outlook (emails).
Must be proficient in the use of NBS software including NBS Building, Contract Administrator. Autocad and/or Revit.

WORKING ENVIRONMENT

Majority of time office based; occasional site visits (1-5 times a week) to existing Authority building or to live construction site.

Site visits may require climbing ladders or scaffolding and PPE will be used. Dust and noise could be encountered.

ADDITIONAL REQUIREMENTS

Politically Restricted:	No
Disclosure and Barring Service Check:	No
Barred List Check:	No
Baseline Pre Employment Medical Assessment:	No
Registration:	No

ORGANISATIONAL RESPONSIBILITIES

Understands and demonstrates the principles of confidentiality.

Work within the policies and procedures of the Council including recognising the duty to protect vulnerable adults, children and young people.

Understands and demonstrates commitment to the Council's policies.

Demonstrate commitment to ongoing personal development.

The duties and responsibilities are difficult to define in detail and may vary from time to time without changing the general character of the duties or level of responsibilities entailed. The post-holder is therefore expected to undertake such other duties as may be requested provided the general character of the duties or level of responsibility does not change.

PERSON SPECIFICATION

	ESSENTIAL	DESIRABLE
QUALIFICATIONS	Relevant Level 4 or 5 qualification on the Credit and Qualifications Framework for Wales. For example HNC or HND in Building Studies.	Relevant Level 6 qualification on the Credit and Qualifications Framework for Wales. For example Degree in Building Surveying.
KNOWLEDGE	Good working knowledge of: The maintenance of local authority buildings. Current building regulations. Building defects analysis. DDA design requirements. Fire regulations in relation to access and egress.	Creative ability in relation to building form and the choice of materials and colours.
SKILLS	Proficient in the use of AutoCad. Proficient in the use of MS Word and MS Excel. Able to communicate professionally. Self motivation. Effective decision making. Able to effectively chair progress meetings. Team player.	Welsh language skills. Proficient in the use of Revit design software. Proficient on the use of MS Project. Advanced project management skills.
EXPERIENCE	Extensive surveying experience covering a range of building types. Extensive contract management experience.	Specialist in depth experience in relation to school design and maintenance.
OTHER	Personable, helpful and cooperative when dealing with others. Full UK Category B (Cars) driving licence and the use of a motor vehicle insured for business / work purposes to travel throughout the borough to attend meetings and undertake site visits or existing Council buildings.	

HUMAN RESOURCES AUTHORISATION

HR OFFICER:	DATE:
Janine Harrington	06/06/2017