

# Job Description & Person Specification

Job Title:	Principal Building Surveyor	Job Reference:	
Service:	Estates and Economic development Service		
Location:	Beech Hurst, Andover	Grade:	SM1 – from £42,657 to £52,099 per annum
Reports to:	Head of Estates and Economic Development		
Date:	October 2018		
<b>Our Values: We expect all of our employees to live by and demonstrate the Council's five key values of:</b>			
<b>Accountability, Ambition, Empowerment, Integrity, Inclusiveness.</b>			
<b>Main job purpose</b>			
<ul style="list-style-type: none"> <li>• Supervise and control the maintenance and improvement of the Council's corporate property, through the annual Asset Management Plan, by means of capital and revenue funds works, and planned, cyclical and reactive maintenance.</li> <li>• To lead on compliance matters for Council property.</li> <li>• Act as Construction Design &amp; Management Co-ordinator, as required, by CDM Regulations on various Council Construction Contracts, or arrange suitable services.</li> <li>• To oversee the provision of Facilities Management for the Council's offices and public buildings.</li> <li>• To provide professional technical building advice as required.</li> <li>• To procure services including through tendering and in line with Council policy.</li> </ul>			
<b>Main responsibilities and duties</b>			
<ol style="list-style-type: none"> <li>1. Responsible for the implementation of the Council's property maintenance programme (The Asset Management Plan) including managing budgets, tendering, supervision and administration of contracts for the Council's property portfolio.</li> <li>2. Responsible for Health and Safety and compliance associated with the Council's assets.</li> <li>3. Responsible for the appointment of consultants, the preparation of consultancy agreements, managing the delivery of the required outcomes in line with budgets and the authorisation of payments.</li> </ol>			

4. Carry out consultation on design solutions, budgets and contract administration.
5. Deliver the Council's maintenance plans on time and within the agreed cost.
6. Ensure full and effective use and management of the Council's public buildings ensuring that the Council's office space is used efficiently.
7. Responsible for ensuring compliance with the Construction Design & Management Regulations in respect of the Council's works.
8. Play a lead role in energy conservation and green initiatives.
9. Manage a team of professional officers, ensuring that the work undertaken by the team members is of a high standard and meets with the Council's objectives in those areas.

**NB** The particular duties and responsibilities attached to posts are of necessity in many cases somewhat difficult to define in detail, and may vary from time to time without changing the general character of the duties or the level of responsibility entailed.

*To ensure that service delivery complies with current regulations, accepted professional standards, the Council's policies and procedures and appropriate legislation. This includes legislation on equalities, health and safety and safeguarding children and vulnerable adults.*

### **Supervision and management**

Maintenance Manager  
 Premises Manager  
 Administrative Assistant  
 Estates Property Surveyor x 2

### **Resources**

The jobholder manages the budget for the Building Services section of around £2m and has sole responsibility for this.

### **Contacts and relationships**

This post reports directly to the Head of Estates and Economic Development and has direct line management responsibility for the Building Services team.

The post-holder will also have regular contact with members of the public and external contractors/ tradespeople.

### **Working environment**

- This is an office based role, with the need to complete site visits on a regular basis.

- Exposure to all weather conditions, traffic conditions, hazards connected with exposure to dirt, dust and noise.
- The post requires some walking, standing, bending, lifting and working within confined spaces and at heights when conducting site visits.

<b>CRITERIA</b> Everything included in this section needs to be able to be objectively measured in one of the following ways: application form, certificates, testing, interview or references.	<b>ESSENTIAL</b> <b>DESIRABLE</b>
<b>Educational and professional qualifications</b>	
<ul style="list-style-type: none"> <li>▪ A Building Surveying qualification (eg. Degree in Building surveying or similar)</li> <li>▪ Full Membership of an appropriate professional Building/Property related body such as RICS</li> </ul>	Desirable Essential
<b>Knowledge</b>	
<ul style="list-style-type: none"> <li>▪ Knowledge of standard building contracts</li> <li>▪ Building construction knowledge</li> </ul>	Essential Essential
<b>Experience</b>	
<ul style="list-style-type: none"> <li>▪ Building maintenance and asset management experience (reactive, planned and cyclical)</li> <li>▪ Contract award tendering and supervision</li> <li>▪ Previous responsibility for the management of employees</li> <li>▪ Facilities management</li> <li>▪ Experienced project manager</li> <li>▪ Experience of compliance matters and Health and Safety</li> </ul>	Essential Essential Desirable Desirable Desirable Desirable
<b>Key skills</b>	
<ul style="list-style-type: none"> <li>▪ Able to write succinct reports and business cases</li> <li>▪ Effective budget management</li> <li>▪ Leadership/ management skills</li> <li>▪ Effective organisational skills</li> <li>▪ Negotiating skills</li> <li>▪ Facilitation skills</li> <li>▪ Computer literate</li> </ul>	Essential Essential Essential Essential Essential Desirable Desirable
<b>Personal qualities and behaviours</b>	
<ul style="list-style-type: none"> <li>▪ Self motivated and enthusiastic</li> <li>▪ Effective communicator</li> <li>▪ Able to take responsibility</li> <li>▪ Able to communicate at all levels with employees, Councillors and the general public</li> </ul>	Essential Essential Essential Essential

<ul style="list-style-type: none"> <li>▪ Able to work effectively as a team member and take the lead</li> <li>▪ Able to use initiative, have tact and diplomacy</li> </ul>	<p>Essential Essential</p>
<p><b>Other Factors</b></p>	
<ul style="list-style-type: none"> <li>▪ Meet the travel requirements for the job including travelling to locations that cannot be accessed by public transport</li> <li>▪ Able to attend occasional evening meetings</li> <li>▪ Working independently away from the office on site visits/inspections</li> </ul>	
<p><b>Corporate Responsibilities</b></p>	
<p>All employees are required to adhere to corporate policies, procedures and codes of conduct; full details can be found on the intranet or from your line manager. Particular aspects include:</p> <p><b>Health and Safety</b> - Every employee while at work has a duty to take reasonable care for the health and safety of himself/herself and of other persons who may be affected by his/her acts or omissions at work - Health and Safety at Work Act 1974.</p> <p>All employees are required to adhere to the Council's corporate policy, procedures associated with their duties and to undertake tasks/training in that context, as required.</p> <p><b>Safeguarding</b> - This Council is committed to safeguarding and promoting the welfare of children and young people and vulnerable adults and expects all employees and volunteers to share this commitment, and to adhere to the Council's Safeguarding Policy.</p> <p><b>Equalities</b> – This Council is committed to providing equal opportunities for all. We believe that employing people from different backgrounds with a range of perspectives and experiences helps us to deliver high quality services to all our residents. We employ people based on their abilities and potential, regardless of any protected characteristics.</p> <p><b>Social Media</b> - Employees are required to adhere to social media corporate policies and to undertake tasks/training in that context as required. Employees must not bring the Council into disrepute through their use of social media either personally or on behalf of the Council.</p> <p><b>Financial</b> – Employees are required to adhere to the Council's financial regulations and to undertake tasks/training in that context, as required.</p> <p><b>Risk Management</b> - Employees are required to adhere to the Council's risk management strategy and to undertake tasks/training in that context, as required.</p> <p><b>Data Protection and Data Security</b> - We hold and process information about our customers and as such we are legally obliged to protect that information. Data protection is important for the Council, and employees are required to understand and adhere to relevant policies and procedures.</p>	