| Role Structure | Role Details |
| --- | --- |
| Directorate: | Corporate Services |
| Grade: | HC9 |
| Location: | Plough Lane/Flexible |
| Responsible to: | Facilities & resource Manager |

# Job Description

# Building Surveyor

**Property Services**

## Main purpose of the role

## • Lead in the identification, design and delivery of property works and solutions through provision of professional management advice and coordination of capital and revenue works.

## • To find technical and design solutions, develop briefs for reactive and proactive works and work with partners, contractors and PMO to deliver required works to the required budget and on time.

## • Support the development of a design guide to provide a standardised approach, efficiencies and to enable the Council to reduce its carbon footprint.

## • To support the identification, process and management of legal statutory duties and posts to minimise risk to the Council and maintain safe assets for all users.

| Key Duties and Responsibilities | Frequency of Task |
| --- | --- |
| * Responsible for building maintenance in Council Buildings together with the design elements of new projects. | * Daily |
| * To ensure statutory compliance and best practice are meet in the running of the corporate estate which includes LEA Buildings | * Daily |
| * To oversee and manage the contract / SLA for maintenance and statutory compliance of the Council’s estate of owned, leased or tenanted. | * Daily |
| * Responsible for the co-ordination and design of the projects allocated to the post-holder, ensuring that they are completed on time, within budget, in accordance with the specification and Council policies including the carbon management plan | * Daily |
| * Develop and implement appropriate service plans within an agreed policy framework and be accountable for their monitoring and performance. | * Yearly |
| * Ensure building management and performance information is produced, monitored and used to deliver and develop services. | * Monthly |
| * To manage and maintain renewable sources installations. | * As required |
| * Ensure that managers in Property Services and members are kept appropriately briefed, advised and informed. Produce reports and briefings as required. | * As required |
| * Working with PMO, project manage and monitor the building services element of construction projects for the Authority and track their process. | * As required |
| * Manage building services contracts with varying values ranging from £300k to £5 million. Responsible for the financial control of contracts allocated to the post-holder in accordance with the Council’s Standing Orders and procedures. | * Daily |
| * Managing building services elements of numerous construction projects simultaneously. | * Daily |
| * To manage external consultants and contractors. | * Daily |
| * To carry out and support project managers with pre and post-contract building services related advice on schemes | * As required |
| * Coordinate project schedules, resources and information relating to building maintenance | * As required |
| * To strategically advise on contractual arrangements and construction procurement options to meet delivery requirements of construction works. * To liaise with stakeholders, regulatory and funding organisations | * As required * Monthly |
| * To liaise with all project stakeholders, Government Departments. external consultants, contractors in order to provide cost estimates and whole life costing advice for building elements | * As required |
| * To be the technical client contact for external consultants engaged on Construction projects, working with PMO. | * As required |
| * To prepare comprehensive action plans including resources, time frames and identify project costs | * Weekly |
| * Undertake health and safety audits in the maintaining of building installations and assets | * Monthly |
| * To support management plans, assessments and process in relation to the duties of the Duty Holder and Responsible Persons in relation to legislation | * As required |
| * To assist with the monitoring of the building energy monitoring system | * As required |
| * To assist in the formulation of the annual planned preventive maintenance plan | * Quarterly |
| * Secure resources and manage budgets, taking corrective action where necessary, so that efficiencies are achieved and building services delivered in accordance with the Council’s environmental strategy and planning processes. | * Monthly |
| * Participation in the out-of-hours emergency repair process and, in exceptional circumstances, assisting with standby arrangements. | * As required |
| Account to the Building & Compliance Manager for maximising resources and managing budgets within budget provision.  Role Specific   * Capital Programme schemes management * Design feasibility and briefs * Scheme design & procurement * New Build & refurbishment contracts * Contract management * Building condition surveys * Building maintenance programme * Construction project management * Contract support for Hard & Soft FM Term Contract * Be aware of and actions legislative duties such as DDA, Asbestos, CDM, * Selection of contractors * Energy management advice / sustainability * Vacant property maintenance * Demolition contracts * Lifecycle & whole life-costing * Risk management * Emergency call-outs- respond and manage | * Weekly * Daily |
| Support the Building & Compliance Manager in their role | * Weekly |
| Provide the professional property input to corporate projects as required eg major capital projects, accommodation strategy and regeneration schemes. | * Weekly |
| Work with partners, suppliers and contractors to improve efficiency and value for money in example utility costs and contractor costs and performance. | * Weekly |
| Assist in the provision of property services advice in response to changes in the local government environment on compliance with statutory regulations and on compliance with Herefordshire’s own policies. | * Periodically |
| Contribute the development and implementation of corporate property databases, procedures and systems. | * Weekly |
| Ensure planned maintenance programmes and property condition surveys are undertaken to assist in tackling outstanding maintenance issues and reflect corporate priorities. | * Daily |
| Provide efficient and effective design, surveyor and facilities contract management services in behalf of client Directorates. | * Daily |
| Ensure operational assets are fit for purpose and comply with statutory health and safety (eg asbestos, legionella) requirements, DDA requirements and energy efficiency requirements.  Site supervision and full cost control of such projects. | * Daily * Daily |
| Checking of invoices for day work repair orders, ensuring that the work has been done for a reasonable price and that the invoices are paid promptly. | * Daily |

**Person Specification**

| **Requirements** | **Essential or Desirable** | **Identified by**  **A – Application I – Interview** |
| --- | --- | --- |
| **Qualifications and Training** | | |
| * Industry Best Practice with minimum 5 years work in Building Services role in construction and maintenance | Desirable | A, I |
| * Degree or further technical qualifications | Essential | A, I |
| * Membership of the Royal Institution of Chartered Surveyors or Institute of Building or equivalent professional organisation | Essential | A, I |
| * A thorough knowledge of Regulations and statutory requirements for Health & Safety and CDM | Essential | A, I |
| **Experience & Knowledge** | | |
| * Experience of Building Services design for all scale of projects | Essential | A, I |
| * Experience of building maintenance – reactive and proactive including emergency works. | Essential | A, I |
| * Experience of managing work projects | Essential | A, I |
| * Experience of working within programme environments | Essential | A, I |
| * Strong understanding of the Council’s governance arrangements and decision making | Desirable | A, I |
| * Experience in management of local Authority operational, commercial and educational establishments relating to Building Services | Desirable | A, I |
| * Proven experience in managing internal and external stakeholders | Essential | A, I |
| * Experience of maintaining renewable technology | Essential | A, I |
| **Skills and Abilities** | | |
| * Ability to relate and communicate effectively with members of the Council, the community, service users, external bodies and officers. | Essential | A, I |
| * Ability to work individually as well as working effectively within a team | Essential | A, I |
| * Ability to plan and manage own workload in order to achieve deadlines | Essential | A, I |
| * Ability to take a vision and concept and drive through to delivery | Essential | A, I |
| * Analytic ability | Essential | A, I |
| * Professional and positive approach | Essential | A, I |
| * Diligent with attention to detail | Essential | A, I |
| * Proven ability to deliver in challenging environments | Essential | A, I |
| * Ability to cope under pressure | Essential | A, I |
| * Collaborates well | Essential | A, I |
| * Self-motivated & self-sufficient | Essential | A, I |
| * Effective communicator at all levels | Essential | A, I |
| * Team player and able to work on own initiative | Essential | A, I |
| * Assertive, adaptable, and creative | Essential | A, I |
| * A can do attitude and willingness to go the extra mile when required | Essential | A, I |
| * Ability to travel within and outside of the County | Essential | A, I |
| * Willingness to work outside office hours when required | Essential | A, I |

All council staff have a duty to promote the welfare of children, young people, and adults with care and support needs at risk of abuse and neglect who cannot take steps to protect themselves. Ensuring you attend mandated safeguarding children and safeguarding adults training to enable you to recognise the concerning behavior, know how to talk about it, and consent/duty to share information effectively. You will also learn about the legalities and procedures the social care staff can take.

## Our Values and Behaviours

The council’s THRIVE core values are our guiding principles and beliefs that shape our culture and behaviour within the council. ​They help us to achieve our Council Plan vision “do our best for Herefordshire” acting as our DNA and the “way that we do things around here”. We expect all colleagues to act as a role model by living our values and setting an example for others. ​Our values strive to promote a thriving workforce by fostering a culture of trust, being honest and responsible, inclusive, valuing people and resources and leading with empathy.

**Trust -** Developing and maintaining relationships based on a culture of transparency and open communication. Supported by integrity and the confidence that you are reliable and fulfil commitments.

**Honesty -** Demonstrating truthfulness, integrity, and transparency in all communications, decisions, and relationships. Being trustworthy, reliable, and accountable for your actions. Acting with sincerity and fairness, even in challenging situations.

**Responsibility -** Taking ownership of individual and collective actions, decisions, and delivering on commitments. Being reliable, fulfilling obligations and being accountable for outcomes and results. Proactively contributing to the achievement of your own, the team and council goals.

**Inclusivity -** Embracing diversity, equity and inclusion by recognising and valuing the unique perspectives, backgrounds and experiences of our staff, customers and residents. Creating an environment where every individual is valued, respected and can belong.

**Value -** Upholding high standards, ethics and integrity to guide our actions and decisions. Demonstrating commitment to creating and delivering value in our work by recognising and appreciating each other, our resources, processes, customers, community and environment.

**Empathy -** Demonstrating a genuine and caring understanding of others' feelings, perspectives, and experiences. Listening attentively, acting with compassion, supporting with respect and kindness and considering the impact of our actions on others.