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**BRIGHTON & HOVE CITY COUNCIL**

**JOB DESCRIPTION QUESTIONNAIRE**

**JIN1918**

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| **Job Title:** | **Senior Building Surveyor** |
| **Reports to:** | **Head of** **Building Surveying & Utilities Management** |
| **Department:** | **Environment Economy & Culture** |
| **Section:** | **Property & Design, Building Surveying & Utilities Mgt.** |

**Purpose of the Job**

To establish and deliver, within tight timescales, large programmes of planned maintenance and capital improvement works across the Council’s non-housing property portfolio. Aim to maintain properties to the highest standards possible, within the constraints of available budgets. Be responsible for the expenditure and monitoring of allocated budgets for projects and programmes of projects. Ensure the reputational standing of the Council is upheld.

Ensure that their section, and the wider team, operate on a cost-neutral plus basis, secure a range of commissions from a variety of sources both within the council and externally to generate professional fees. Ensure the team continue to offer and deliver sustainable in-house professional specialist Building Surveying, Mechanical and Electrical Engineering services and Technical Access services.

**Principal Accountabilities**

1. Control, manage and oversee budget expenditure, technical work on a wide range of programmes and projects, allocated to and undertaken by both the postholder and their designated section of staff. Ensure the delivery of large, planned maintenance and capital improvement works programmes, monitor and report on progress, guide and mentor the section, directly train and develop their skills and knowledge 15%
2. Monitor compliance of complex and wide-ranging legislation relating to construction Health and Safety. Keep abreast of changes to legalisation and disseminate information to section members. 5%.
3. Manage planned maintenance works and tasks in accordance with Contract Standing Orders, financial and statutory regulations. The post holder and their section operates on a cost-neutral plus basis by securing a range of commissions from a variety of sources both within the council and externally to generate professional fees. Manage the section professionals in undertaking compliant contract administration including dealing with all contractors, sub-contractors and suppliers under the building contracts. Support direct reports with the resolution of contractual disputes and settling of contractual claims in consultation with other Senior Professionals, external consultants and Legal Services.15%
4. Undertake direct or manage the undertaking of a variety of expert professional surveys to properties, including Access Audits. Identify refurbishment and remedial works as necessary, research and produce costed solutions to defective structures, collate and review data and engage with other departments and building users to shape future programmes of planned works to maintain / enhance the value of council properties. 10%
5. Undertake direct or manage staff in section to provide Building Surveying, Mechanical and Electrical Engineering services and Technical Access Services. Act as Principal Designer and Contract Administrator research and write specifications of works, preparation of cost estimates, organise and prepare contract documents, produce necessary drawn and written information sufficient for applications for Planning and Building Regulations approval, inspect and supervise works on site, recommend payments in the accepted form and settle final accounts includes the measurement of variations and the resolution of claims in consultation with other professionals and Legal Services. Ensure that the section team maintain records of expenditure, both certified and committed, against the various schemes and provide accurate information on progress and expenditure. 15%
6. Be personally and directly responsible for the delivery of more complex and higher value projects up to a value of £3m. Act as Principal Designer and Contract Administrator, research and write specification of works, prepare cost estimates, prepare contract documents, all necessary drawn and written information for Planning and Building Regulations applications and approval. Inspect and monitor works on site, recommend payments in the accepted form and settle final accounts. Includes the measurement of variations and the resolution of claims in consultation with other professionals including Legal Services. Maintain records of expenditure, both certified and committed, against the various schemes and provide accurate information on progress and expenditure Directly lead a number of expert external consultants to facilitate delivery of complex projects where industry expertise in a specific discipline is not held in-house. 20%
7. Proactively collaborate with and provide professional advice and recommendations to internal and external Clients on strategic and construction matters that relate to their properties. Inform on and directly feed into business cases submitted to committees with a view to obtain approvals for major capital funded projects.10%
8. Act in the role of Client Advisor, as and when required, for large capital projects with values in excess of £10m. Support the Client throughout the whole construction project, identify the Client’s design aspirations, contribute to the development of the initial Project Brief and schedule of requirements and lead on the engagement of critical member of the design team such as Employers Agents and Architects. Evaluate and review options and design proposals and provide feedback to the Client and the design team. Provide expert impartial, independent advice and support to the Client. 5%
9. Swiftly investigate, report on and provide accurate information on construction matters that relate to the councils non-housing portfolio, follow up enquiries from council members, the press and members of the public in a professional manner that ensures the reputation of the council is maintained. Deputise for the Head of Building Surveying and Utilities Management at meetings and as required. 5%

**General Accountabilities**

* Monitor, check and sign off requests from direct reports for order requisitions and payments through the authority’s purchasing system. Be fully self-administrating, utilise the council’s software to issue tenders in line with Contract Standing Orders and train, mentor and guide direct reports to do so.

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* Compile risk assessments for staff operations, devise and implement procedures that eliminate, reduce and control risk to staff.
* To investigate and report accidents or incidents promptly, implement recommended action for improvements to safe working practices or environment.
* Proactively monitor and manage contractor performance, within, and external to, individual contracts. Address poor performance with formal review meetings, issue schedules of contractual non-compliance, encourage improved performance and pro-actively challenge health and safety concerns.
* The postholder must be prepared to implement the Council’s Equalities policy at a level appropriate to the job and must at all times carrying out duties with due regard to the Council’s Equalities Policy. To work within and actively promote the City Council’s Inclusive Council Policy in relation to service delivery and staff management.

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**PERSON SPECIFICATION**

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| **Reports to:** | **Head of Building Surveying & Utilities Management** |
| **Department:** | **Economy, Environment & Culture** |
| **Section:** | **Property & Design, Building Surveying & Utilities Mgt.** |

**Essential Criteria**

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| **Job Related Education, Qualifications and Knowledge** | * Educated to degree level and a Qualified Building Surveyor by examination of the Royal Institution of Chartered Surveyors MRICS or MCIOB, with extensive relevant experience including the management of large, complex programmes and capital projects. * Excellent knowledge of contract management, standard construction contracts, service procurement options, tendering procedures and extensive on-site monitoring experience. * Excellent knowledge and experience of Construction Health & Safety legislation and industry best practice. Knowledge and awareness of the Construction Design and Management Regulations 2015, hazard identification and ability to eliminate / reduce during the design process. * Sound knowledge of the General Data Protection Regulation (GDPR) and Freedom of Information Requests processes. * Thorough understanding of local government structure and issues and the political and legal context for local government * Excellent knowledge of the principles of sustainability and current issues relating to climate change including solar and wind energy, electric vehicle charging infrastructure and renewable heat sources. * Knowledge of contractual dispute resolution. * Robust knowledge of Planning and Building Control Regulations and procedures. |
| **Experience** | * Extensive professional Building Surveying experience with the management of large and complex planned maintenance programmes and capital projects with annual value exceeding £10m across the team. * Experience in working on, and having an interest in, Historic Buildings, Listed Buildings and other matters concerning conservation, many of which have significant levels of political sensitivity. * Experience of high level of negotiation with internal and external partners. * Experience of leading, managing and developing a team of construction professionals. Objective setting in the context of delivery of a complex programme of building works. * Experience in delivering a quality, cost effective, fee generating professional wider building surveying service as part of a team with a strong customer focus to meet the needs of service users. * Excellent knowledge of the principles of sustainability and issues relating to climate change. Experience of delivering complex projects including solar and wind energy, electric vehicle charging infrastructure and renewable heat sources, in line with the council’s carbon neutrality goals. * Experience in leading on the procurement of expert mechanical and electrical projects and knowledge of the issues such projects present. * Extensive and varied experience in submitting planning. Listed building consent and building regulation applications. * Extensive experience of working as a contract administrator and Principal Designer fulfilling all statutory duties including dissemination of information, monitoring contractors, sub-contractors and suppliers under the building contracts including the settlement of contractual claims in consultation with the other Senior Professionals, external consultants and Legal Services. * Experience of financial management and targeted budget management procedures. Experience and knowledge of the principles of developing robust financial and technical business cases to secure funding. |
| **Skills and Abilities** | * Excellent time management skills to facilitate delivery of large complex programmes of work and ensure matters get the appropriate attention when something unexpected and urgent arises, use skill and judgement to solve day-to-day problems, defect diagnosis and make decisions. * Ability to deal with high workloads with tight deadlines. Ability to prioritise own workload and that of direct reports. * Ability to lead and inspire a team of construction professionals in the sound delivery of an allocated range of works and services, be able to delegate and communicate effectively to direct reports and think creatively around the use of external consultants and contractors to deliver our strategy. Mentoring and encouraging staff development and personal learning. Coaching less experienced staff towards becoming chartered professionals. Organising and delivering training, professional development and monthly chartership coaching workshops. Reviewing, advising on and signing-off chartership applications. * Ability to produce feasibility studies and briefs for complex and high value projects up to £3m in value together with financial and commercial awareness in the field of contracting and control of budgets. * Ability to influence important decisions through excellent communication skills, using the spoken and written word at all levels. Ability to foster good relationships with staff, clients, contractors, consultants, other local authorities, councillors, service users and the public. * Excellent negotiating skills, persuasion and decision making when communicating with senior officers, external partners, contractors, expert consultants, Clients, etc. * Ability to survey, measure off drawings and accurately produce feasibility studies and project briefs for complex and high value programmes of works up to £10m in value. * Ability to use standard word processing, spreadsheets and database systems. Hands on experience in a CAD software package. |
| **Equalities** | * To be able to demonstrate a commitment to the principles of Equalities and to be able to carry out duties in accordance with the Council’s Equalities Policy. |