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**BRIGHTON & HOVE CITY COUNCIL**

**JOB DESCRIPTION**

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| **Job Title:** | **Graduate Building Surveyor & Building Surveyor** |
| **Grade:** | **SO1/2 to M11** |
| **Reports to:** | **Senior Building Surveyor** |
| **Department:** | **Economy, Environment & Culture** |
| **Section:** | **Property & Design** |

**Purpose of the Job**

Undertake Building Surveying work within the in-house Property & Design team in connection with planned maintenance budget programmes and capital funded projects.

Undertake condition and measured surveys, research, define, reduce risk and specify necessary works by preparing specifications, CAD drawings, residual hazard lists, etc for tender documents and procuring contracts on behalf of Clients.

Manage and supervise contracts in the role of Principal Designer on behalf of BHCC arising from the specified work including safe management delivery of contractor Health & Safety through on-site monitoring. Contract administrate and cost monitor the projects against budgets.

Project Manage a number of external consultants to facilitate delivery of a wide variety of projects including monitoring of performance against programme and budget.

# Principal Accountabilities

# Graduate Building Surveyor

In consultation with the Senior Building Surveyors and Building Surveyors to:

1. Survey properties, identify refurbishment and remedial works as necessary, including researching and producing solutions to defective structures, specifying work required including producing necessary drawn and written information sufficient for applications for all Planning and Building Regulations approval.
2. Provide construction related design services by undertaking the specifying, procurement, contractor monitoring and supervision of planned maintenance works and other projects as required.
3. Survey and specify works, prepare cost estimates, prepare specifications, schedules of work, CAD drawings and schedules of condition, obtain, appraise and recommend acceptance of tenders.
4. In consultation with the Senior Building Surveyor procure, appoint and oversee the performance of external consultants Quantity Surveyors, Structural Engineers, CDM Health & Safety Advisors, etc as required to deliver each project.
5. Manage and administer projects up to £250k in accordance with the team’s Project Procedures, Contract Standing Orders and Financial Regulations. Organise and prepare contract documents, inspect and monitor works on site, recommend payments in the accepted form and settle final accounts including the measurement of variations and the resolution of claims.
6. Undertake full contract administration including dealing with all Principal Contractors, sub-contractors and suppliers under the building contracts including the settling of contractual claims initially in consultation and under the guidance of the Senior Building Surveyor, Senior Professionals, external consultants and Legal Services if necessary.
7. Project manage external consultants to facilitate delivery of projects including monitoring of performance against programmes and budgets.
8. Maintain records of expenditure, both certified and committed, against the various schemes and provide accurate information on progress and expenditure.
9. Ensure that contractor and consultant monitoring KPi information is recorded and maintained.
10. Liaise with other user departments of the City Council, statutory and other public funded bodies or organisations as required.
11. Ensure compliance with the Health & Safety at Work Act 1974, the Management of Health & Safety at Work Regulations 1999, the Construction (Design & Management) Regulations 2015, the Control of Asbestos Regulations, the Equalities Act, the Construction Act, the Building Regulations and all other relevant legislation and good practice guidance. To be responsible for the implementation of and adhere to the provisions of legislation relating to health and safety of such employees and areas of the

workplace as fall under direct control of the postholder and for complying with legislation relating to works and contracts as are within the direct responsibility of the postholder.

1. The postholder must be prepared to implement the Council’s Equalities policy at a level appropriate to the job and must at all times carry out his/her duties with due regard to the Council’s Equalities Policy.

**Building Surveyor**

**In addition to the above accountabilities the postholder will be required to in consultation with the Head of Building Surveying & Utilities Management and Senior Building Surveyors:**

1. Principal Accountabilities1, 2, 3 & 7 As above but in relation to more complex buildings and projects not just financial value e.g. Listed Buildings, Leisure Centres, Brighton Centre, etc.
2. Principal Accountabilities 4 & 6 As above but without the supervision and guidance of the Senior Building Surveyor.
3. Principal Accountability 5 As above for projects up to £1.3m.
4. Deputise for the Senior Building Surveyor at meetings and as required.
5. Mentor Graduate Building Surveyors, supervise elements of their work, enable their professional development and that of the wider team through the delivery of CPDs.

# General Accountabilities

# Graduate Building Surveyor and Building Surveyor

Your duties will be as set out in the above job description but please note that the Council reserves the right to update your job description, from time to time, to reflect changes in, or to, your job.

You will be consulted about any proposed changes.

The list of duties in the job description should not be regarded as exclusive or exhaustive.

There will be other duties and requirements associated with your job and, in addition, as a term of your employment you may be required to undertake various other duties as may reasonably be required.

# BRIGHTON & HOVE CITY COUNCIL PERSON SPECIFICATION

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| **Department:** | **Economy, Environment & Culture** |
| **Section:** | **Property & Design** |

**Essential Criteria**

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| **Job Related Education, Qualifications and Knowledge** | **Graduate Building Surveyor**   * BSc/HND in Building Surveying, Building, Construction Management or similar approved. * Knowledge of contract management, planned maintenance specification, preparing CAD drawings, usual standard forms of building contract, service procurement, tendering procedures and the key principals of contractor monitoring. * Knowledge of Construction Health & Safety legislation in fulfilling the role of Principal Designer under the CDM Regulations. * Knowledge and understanding in key areas of building pathology.   **Building Surveyor**  **In addition to the above:**   * BSc in Building Surveying, Building, Construction Management or similar approved. * A full and robust level of both professional knowledge and experience of each of the other three criteria. * Qualified or working towards qualification as a Building Surveyor by examination of the Royal Institution of Chartered Surveyors, the Chartered Institute of Building or similar approved, with relevant experience. Level of qualification, breadth of experience and stage reached in studying will be factors that dictate which point on the salary scale will be appropriate. |

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| **Experience** | **Graduate Building Surveyor**   * Some Graduate level experience in building surveying services. * Having an interest in Historic Buildings. * Experience in professional report writing at graduate level.   **Building Surveyor**   * Experience in delivering a quality, cost effective building surveying service as part of a team with a strong customer focus to meet the needs of service users. Previous experience will be one of the factors that dictate which point on the salary scale will be appropriate. * Experience in working on, and having an interest in, Historic Buildings, Listed Buildings and other matters concerning conservation would be an advantage. * Experience in preparing concise professional reports for both technical and non-technical audiences. |
| **Skills and Abilities** | **Graduate Building Surveyor**   * Ability to survey and accurately produce feasibility studies and project briefs together with financial and commercial awareness in field of contracting and control of budgets. * Ability to communicate, using the spoken and written word at all levels and to relate to Clients and Consultants and to develop those relationships. * Ability to foster good relationships with staff to other disciplines. * Ability to prioritise and work under pressure to meet targets. * Graduate level ability to diagnose defects and offer solutions for rectification in consultation with the Senior Building Surveyor and Building Surveyors. * Ability to relate to Clients, Consultants and Contractors and to develop those relationships. * Ability to use standard word processing, spreadsheets, database systems and a CAD software package. |
| **Skills and Abilities (continued)** | **Building Surveyor**  **In addition to the above:**   * Excellent negotiating skills. * Ability to use experience, skill and judgement to diagnose building defects and offer optimal solutions for rectification. * An understanding of the work of other parties and the ability to act as part of a professional corporate group. * Ability to foster good relationships with staff to other disciplines, central and other Local authorities, Councilors and the public. |
| **Equalities** | **Graduate Building Surveyor and Building Surveyor**   * 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. |

**Organisational Chart**

Attached.