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# BRIGHTON & HOVE CITY COUNCIL

**JOB DESCRIPTION**

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| **Job Title:** | **Senior Building Surveyor** |
| **Reports to:** | **Building Surveying & Maintenance Manager** |
| **Department:** | **Economy, Environment & Culture** |
| **Section:** | **Property and Design** |
| **Date written:** | January 2019 |

**Purpose of the Job**

Manage, control, co-ordinate, supervise and be responsible for all of the expenditure of allocated budgets and work of one of the three sections of construction professionals within the Building Surveying & Maintenance Division of Property & Design; Civic, Operational & Historic Buildings Section, Education & Social Care Section or the Projects & Services Section.

Manage the undertaking of in-house Building Surveying, Building Service and Technical Access work and professional services within the team in connection with planned refurbishment and maintenance budgets and capital funded schemes.

Manage the undertaking of condition and measured surveys, access audits, etc by the section’s team of specialists, define and specify necessary works and oversee others in the preparation of technical specifications and tender documents for larger contracts on behalf of internal clients.

Note: The posts of Technical Access Manager and Senior Building Services Engineer are technical posts managed by two of the Senior Building Maintenance Surveyors. These are technical experts in their own area of expertise and will be making key decisions and recommendations in their own right. The Senior Building Surveyor will Line Manage these posts but not be expected to have a greater degree of knowledge than these named experts in their teams.

**Principal Accountabilities**

In close consultation with the Building Surveying & Maintenance Manager to:

1. Allocate, manage and oversee all of the budget expenditure, technical work and wide range of programmes and projects (from minor works up to a value of around £1.5m per project) allocated to and undertaken by the designated section team staff.

2. Manage, oversee, guide and mentor the professional staff that work within the designated section. This includes encouraging professional career development, CPD programmes and lifelong learning supported through the council’s performance and development processes.

3. Responsible for ensuring the cost effective, robust financial delivery of the allocated programme of works and tasks within the designated section team, compliance with all council procedures and statutory regulations in particular the complex and wide-ranging legislation relating to construction Health and Safety.

4. Ensure that the allocated section, and team as a whole, operates on a cost-neutral plus basis by securing a range of commissions from a variety of sources both within the council and external to generate professional fees. This could involve supporting the Building Surveying & Maintenance Manager in collaborative procurement initiatives with other councils, etc.

5. Manage the undertaking of surveying properties, Access Audits, identifying refurbishment and remedial works as necessary, including researching and producing solutions to defective structures and specifying work required including producing necessary drawn and written information sufficient for applications for Planning and Building Regulations approval.

6. Manage the cost effective procurement, appointment and overseeing the performance of external consultants Quantity Surveyors, Structural Engineers, CDM Co-ordinators, etc as required to deliver each project across the section.

7. Manage the section professionals in surveying, researching, specification of works, preparation of cost estimates, organising and preparing contract documents, inspecting and supervising works on site, recommending payments in the accepted form and settling final accounts including the measurement of variations and the resolution of claims in consultation with other professionals including Legal Services if necessary. 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.

8. Manage the section professionals in undertaking general contract administration including dealing with all contractors, sub-contractors and suppliers under the building contracts including the settling of contractual claims in consultation with the other Senior Professionals, external consultants and Legal Services if necessary.

9. Deputise for the Building Surveying & Maintenance Manager at meetings and as required.

10.Ensure that the section team liaise with the Property Support Team for contractor and consultant monitoring information, asbestos information, building condition data, Access Audits, etc are recorded on the council’s computer aided facilities management system.

11.Liaise with other service providers across the City Council, statutory and other public funded bodies or organisations as required.

12.Ensure compliance with the requirements of the Health & Safety at Work Act 1974, the Management of Health & Safety at Work Regulations 1999, the Construction (Design & Management) Regulations, the Control of Asbestos Regulations, the Equalities Act, the Construction Act, the Building Regulations, Planning, Listed Building Consent and all other relevant legislation and good practice industry guidance.

13.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.

14.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 responsibility of the postholder.

**General Accountabilities**

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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| **Job Title:** | **Senior Building Surveyor (3 posts)** |
| **Reports to:** | **Building Surveying & Maintenance Manager** |
| **Department:** | **Economy, Environment & Culture** |
| **Section:** | **Property and Design** |

### Essential Criteria

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| **Job Related Education, Qualifications and Knowledge** | * Knowledge of contract management, standard construction contracts, service procurement options and tendering procedures in relation to the work of the designated section and extensive on-site experience. * Knowledge of Construction Health & Safety legislation and best industry practice. * Educated to degree level or equivalent and a Qualified Building Surveyor by examination of the Royal Institution of Chartered Surveyors or similar approved, with extensive relevant experience including the management of large and complex programmes and capital projects |
| Experience | * Experience of line managing a team of construction professionals in the delivery of a complex programme of building works * Experience in delivering a quality, cost effective, fee generating building surveying service as part of a team with a strong customer focus to meet the needs of service users. Experience in working on, and having an interest in, Historic Buildings, Listed Buildings and other matters concerning conservation. |
| Skills and Abilities | * Ability to accurately produce feasibility studies and project briefs for complex and high value projects (£1m plus) together with financial and commercial awareness in 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 and to relate to Clients, Contractors and Consultants and to develop good relationships with staff across the council, other Local authorities, Councillors and the public. * Ability to prioritise workload allocation within the allocated section team and work under pressure to meet targets. * 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 projects (£1m plus). * An understanding of the work of other parties and the ability to act as part of a corporate group. * Ability to use experience, skill and judgement to solve day-today problems and make decisions. * Ability to use standard word processing, spreadsheets and database systems. Hands on experience in a CAD software package would be an advantage. |
| **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. |