

JOB SUMMARY

Post Title	Senior Building Surveyor						
Job Family	<i>Service Delivery</i>	Pay Range	11	Line Manager to others?	No	Role profile	SD11
Service Area	Corporate Property Maintenance						
Line Manager	Principal Officer, Corporate Property Maintenance						
Location	County Hall						

Job Purpose

The role is a professional general building surveying position providing a range of building surveying services to support the maintenance, repair and improvement of the Isle of Wight Council's Corporate properties including, when required, Isle of Wight Schools.

The role includes a diverse selection of services supporting the Principal Officer, Corporate Property Maintenance from assisting the coordination of day-to-day responsive maintenance works, to inspecting buildings for particular building defect issues or preparing full building condition reports. In addition, a large proportion of time will be devoted to the survey, design, specification, procurement and project management of a range of repairs or refurbishment/improvement schemes ranging from modest minors works right up to larger tendered complex packages of potentially up to circa £500,000 in value. These projects will be delivered as part of an agreed capital improvement programme in response to an unforeseen problem or a client service area requested the project.

Job Context

Provision of professional building surveying advice on the maintenance and upkeep of Council buildings including schools.

As part of the Council's building surveying team assist the Principal Officer with the management and co-ordination of day-to-day repairs and maintenance using external building contractors working across the Council's property portfolio.

Contribute to the development of the Council's maintenance and improvement programmes for its property portfolio by undertaking condition inspections, diagnosing building condition issues and recommending appropriate repair solutions together with preparing condition survey reports when required.

Professionally design alterations and refurbishment works (including undertaking measured surveys) ranging from modest building repairs to significant capital schemes (such as wholesale reroofing works or internal alterations/refurbishment), seeking all necessary statutory consents, including working where necessary with other surveying team members and external specialist consultants to develop appropriate solutions.

Conduct procurement exercises in accordance with the Councils procurement rules appropriate to the scale of the works involved. This will include developing and seeing through appropriate procurement strategies, preparation of clear tender documents, specifications and drawings of works, together with 'Request for Quotation' and 'Invitation to Tender' documents as applicable. Developing specific evaluation questions and scoring matrices to ensure best value is achieved and carrying out tender evaluations and price checks on bids received.

Provide estimating advice on the likely costs of repairs, alterations and improvements.

Work closely with internal Council service area client officers and other clients including school head teachers and other project stakeholders to take project briefs and manage client expectations throughout a project or repairs scheme.

Manage all resulting builders' works on site, leading at contractor site meetings and updating and distributing project information as and when required to ensure the projects remain on track, to include carrying out snagging works and handover processes and administering standard forms of building contracts appropriate to the works in hand and at all stages of the work.

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<p>The Council has a commitment to reduce its carbon emissions which means many projects the surveying team are involved with will contribute to this cause. A range of building repair projects will all make positive improvements, whether they are building fabric repair works (replacement windows/insulation/re-roofing) through to more complex mechanical and electrical services projects involving installation of heat pumps, solar panels, LED lighting etc.. As a member of the surveying team you will contribute to this agenda wherever possible and any specialist or practical knowledge you may have in this area will be desirable.</p>			
Knowledge, Skills and Experience			
Role Profile requirements.	Job specific examples. (if left blank refer to left hand column)	Essential	Desirable
<p>Proven ability to influence based on facts and evidence, a range of audiences with differing competence and abilities. Ability to communicate one-to-one and with specific client groups.</p>	<p>Proven ability to successfully influence stakeholders to move forward in resolving building repairs and progressing projects, such as recommending the merits of a particular technical solution or risks around others.</p> <p>Good negotiating skills and technical construction knowledge, and proven track record in the establishment of positive working relationships with building contractors.</p>	X	
<p>Substantial practical experience demonstrating development through a series of progressively more demanding and relevant work roles. Relevant experience within the service area, working as part of team to meet service standards, targets and deadlines.</p>	<p>Extensive and contemporary knowledge of building surveying supported with ongoing learning (CPD commitment).</p> <p>Substantial practical experience as a building surveyor including aspects such as preparing schedules of condition, identifying causes and mechanisms of building component failure, producing technical designs and specifications for alterations, repair and improvement works, and overseeing construction work within a range of commercial property types.</p> <p>Knowledge and application of construction project management, construction contract administration and procurement.</p> <p>Proven track record of upholding professional and ethical standards.</p>	X	
<p>Good communication, interpersonal and presentation skills. Ability to understand and explain complex information to a range of audiences. Proven ability to negotiate with, persuade and influence others.</p>	<p>Ability to communicate clearly and concisely with contractors and consultants to convey works scope requirements to ensure outcomes from expenditure meet all parties' expectations.</p>	X	
<p>Good ICT skills including both standard Microsoft applications and specialist systems.</p>	<p>Ability to use Word, Excel and PowerPoint to draft professional looking reports/specifications/correspondence and compiling schedules for works and to prepare presentations. Able to use Microsoft Project to prepare outline project programmes in Microsoft Project and produce drawings in AutoCAD. Able to understand and navigate (given relevant further relevant training) client specific property database applications.</p>	X	

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<p>Authoritative knowledge of the specialist work area and relevant legislation, regulations, processes, systems, procedures and standards. Good knowledge of other areas of the authority relevant to the service and of wider sector/external influences. Experience of contributing to the development of procedures and practices.</p>	<p>Good professional building surveying knowledge and experience in property maintenance and improvement.</p> <p>Good understanding of building pathology; able to diagnose causes and mechanisms of failure of building components and good general understanding of building construction methods relating to all types of properties, and ability to use this knowledge to specify appropriate technical solutions.</p> <p>Experience of commissioning construction and repair/refurbishment work.</p> <p>Clear understanding of all applicable legislation relating to building works and property management such as the Regulatory Reform Fire Safety Order, Health and Safety at Work Act, CDM Regulations, Asbestos Management etc.</p> <p>Awareness of UK Building Regulations, Planning Law and associated rules and procedures applicable in progressing any works.</p> <p>Able to make professional feasibility estimates of works.</p> <p>Knowledge and application of project management, contract administration, procurement, design and specification, construction methods/techniques and sustainability.</p>	<p>X</p>	
<p>Good planning and organisational skills, with proven ability to prioritise and coordinate workloads, monitor and evaluate work, to ensure deadlines are achieved.</p>	<p>Proven experience in managing multiple projects at different stages of development at any given time, prioritising own workload to meet the competing demands of the different projects and other agreed client deadlines, working both alone and as part of a team.</p>	<p>X</p>	
<p>Proven research, investigation and analysis skills demonstrating evidence of the ability to identify and diagnose problems/issues and develop solutions/recommendations that are both cost effective and within time constraints.</p>	<p>Proven experience in inspecting buildings and preparing schedules of condition and other reports and preparing specifications for repair/refurbishment works and identifying materials suitable for the application.</p> <p>Able to advise on feasibility costs for solutions in order to align solutions with available resources as far as practicable. Advise on likely realistic outline project programmes and management and monitor the same throughout works.</p> <p>Experience with mechanical and electrical building services plant and equipment, its selection/design and maintenance needs.</p>	<p>X</p>	<p>X</p>

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Excellent customer service skills, with experience of resolving escalated and complex queries.	Ability to maintain a professional approach to resolving queries and issues and maintaining positive relationships with all clients and other stakeholders.	X	
Proven ability to build and maintain relationships and engage successfully with stakeholder community.	Proven experience in establishing and maintaining effective professional relationships with colleagues, clients, and contractors.	X	
Budget management experience. Knowledge of relevant financial processes and experience or training sufficient to ensure financial processing and/or budget monitoring is completed accurately.	As a building surveyor, you will have good financial awareness of the likely costs of conducting building works and other repairs and be able to advise clients accordingly. Using procurement processes for progressing work, you will be able to maintain an up-to-date understanding of construction costs and see project works through to completion to agreed budgets and with a good understanding that best value for the Council is always achieved. Awareness of local government procurement rules and regulations.	X X	X
Qualifications			
Role Profile requirements.	Job specific examples. (if left blank refer to left hand column)	Essential	Desirable
Minimum Level 4 diploma &/or up to first degree standard or equivalent experience in a relevant subject.	Building Surveying, Construction or other relevant degree.	X	
Relevant professional/vocational qualification	Relevant additional 'top-up' or further diploma in building surveying (applicable only subject to relevance of the degree held) recognised by the RICS.	X	
Professional registration may be required.	Member of the RICS or CIOB		X
May require relevant certifications including evidence of fluency in English language.		X	
Other Requirements			
Full driving licence and access to a vehicle available for work / business purposes (IW Council pool cars are available if required for business trips).			
Must be fully able to undertake the physical aspects of the job (employee should be comfortable to safely gain access to inspect building works on construction sites at times from scaffolding or other high level access equipment).			
Flexible approach to working hours including occasionally attending meetings outside of normal working hours and being contactable for assisting with resolving out of hours emergencies (to meet the demands of the service).			