

## JOB DESCRIPTION

<b>Job Title</b>	Senior Building Surveyor – Projects		
<b>Directorate</b>	Community Place and Economy		
<b>Reporting to</b>	Lead Building Surveyor – Client		
<b>Grade</b>	Grade 10		
<b>Evaluation ref:</b>	RP197	<b>Job ref:</b>	<b>Family</b>
<b>Role purpose</b>			
<p>To manage, deliver and supervise a range of construction and condition projects and programmes to deliver strategic outcomes for the council, ensuring that financial, legislative and reputational risks are managed and to deliver safe compliant workspaces for our staff, members, visitors and other key stakeholders'</p> <p>To act on behalf of the Corporate Client to design, specify, procure and project manage intermediate scale and complexity projects from inception to completion.</p> <p>To undertake feasibility studies for major/complex projects and develop conceptual designs up to RIBA stage 3 and then act as Property Client through to RIBA stage 6.</p>			
<b>Responsibilities</b>			
<ul style="list-style-type: none"> <li>• Support the delivery of the Councils' key strategic aims and objectives ensuring understanding and commitment from staff from across the service.</li> <li>• Ensure compliance with all relevant legislation, the Council's standards of conduct, organisational policy, and professional codes of conduct to uphold standards of best practise.</li> <li>• Uses professional skills and experience to recommend optimum project management, specialist advisory services &amp; works delivery / supply chains for the delivery of intermediate and complex projects.</li> <li>• Lead on various directly delivered projects from inception to completion. Undertake RIBA stages 1-6 for intermediate scale and complexity projects and programmes for a range of condition, maintenance and capital improvement and alteration works.</li> <li>• Acts as lead client as required for projects and programmes of more significant complexity, impact or risk; co-ordinates a range of technical / professional input from other departmental specialists taking a lead role across a range of functional specialisms. Is responsible for overall Client control of project scope, budget and timelines.</li> <li>• Undertake feasibility studies for various projects to RIBA stage 3. Preparing technical and architectural details, drafting outline project programmes and compiling cost information and engaging / coordinating other specialist input.</li> <li>• Regularly undertake site visits to monitor quality of works and carry out surveys using damp meters, laser distances measurers, drones and other specialist surveying equipment.</li> <li>• Undertake conceptual design duties using AutoCAD.</li> <li>• Operates project / programme gateway procedures to ensure risks are managed effectively and projects are well governed.</li> </ul>			

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- In conjunction with the project manager, manages project risk, issue, actions and decisions. Coordinates lessons learnt meetings and creates a library for various projects. Reviews and applies relevant lessons learnt in future projects.
- Undertakes Principal Designer/Designer and Client roles under the CDM Regulations, and/or advise when roles should be outsourced as applicable to the relevant project or programme.
- Prepares and distributes client packages for Pre-Construction Health & Safety information.
- Identifies and manages stakeholders up to directorship level, finding out their needs/issues/concerns and reacting to these effectively. Builds strong customer relationships and delivers customer-centric solutions.
- Accountable for ensuring that effective contract management arrangements are in place for contracts in area of responsibility and/or undertakes Contract Administrator duties for directly delivered projects.
- Establishes project budgets and recommends contingency levels, drawing upon external or internal cost estimation as required.
- Monitors and reports on planned and unplanned expenditure and ensures costs are controlled at project level.
- Working jointly with the council's Procurement department, delivers the effective management of supply chains in area of responsibility. Negotiates and evaluates costs and tenders to drive value and efficiency
- Develops and manages relationships with key suppliers, supplier frameworks across area of responsibility to deliver effective services.
- Prepare and present reports to council committees and other internal/external meetings.
- Ensure personal professional development is maintained to the required standards.
- Champions professional development, learning and innovation within the department, through coaching and mentoring of junior staff.
- Assist in the preparation and maintaining of design guidance, policy and best practice for council projects to ensure continuous development and improvement in services.

### Impact

- The role will be responsible for directly delivering intermediate projects and managing applicable budgets from approximately £250,000 up to £2,000,000.
- This role has no line management responsibilities.
- The role requires some mentoring of junior surveyors through the RICS training process.
- Support Corporate and Directorate and service specific transformational change programmes with the aim of maximising efficiency, modernising services, and achieving better outcomes and opportunities for service users and customers.
- Ensure flexibility in reacting to the needs of the Council, its' customers and partners supporting a culture of continuous improvement.

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- Undertake representational and communication duties on behalf of the Council to promote and protect the Council's interests in matters concerning their specialist areas.
- Function as an ambassador for the Council promoting, both internally and externally, the Council's vision, strategic aims, and values.
- Value the diversity of Somerset's communities ensuring equality of access and treatment in service delivery and employment.
- Function as a role model for Somerset's vision and values. Promotes a culture of continuous improvement that encourages creativity and innovation to ensure services are efficient and develop the potential and flexibility across the Council and its workforce including the motivation and development of employees within the service.
- Ensure that service place as high value on customer responsiveness by demonstrating a commitment to meeting and involving the broadest range of direct and indirect service users, citizens, customers, communities, and businesses.

### Knowledge / Experience / Skills

	Essential	Desirable	
<b>Knowledge</b>			
Comprehensive knowledge of the Building Regulations and Planning process.	X		
Good working knowledge of statutory compliance legislation relating to public, commercial and school buildings.	X		
Good working knowledge of standard forms of construction contracts.	X		
Good working knowledge of construction procurement practices and procedures.	X		
Working knowledge of various forms of building specification.	X		
Good working knowledge of the RIBA plan of work	X		
Good knowledge of building pathology, defect recognition and diagnosis.	X		
Detailed knowledge and application of the CDM Regulations.	X		
Detailed knowledge and application of the Control of Asbestos Regulations.	X		
<b>Experience</b>			
Prior experience as a Building Surveyor (or similar role) delivering a wide range of maintenance and improvement projects.	X		

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Evidence of working with and influencing a range of stakeholders and partners	X		
Evidence of ability to develop, analyse and evaluate data and complex technical information	X		
Confident to work on own, independently and as part of a team	X		
Proven project management experience of multi-discipline projects using PRINCE2 principles.	X		
Experience of working directly with Directors, Members and/or Board of Governors.		X	
Experience of mentoring junior members of staff		X	
Experience of undertaking feasibility studies for proposed construction projects.	X		
Experience of preparing scopes, briefs and then appointing and managing external consultants.	X		
<b>Qualifications / Registrations / Certifications</b>			
Relevant RICS accredited degree	X		
Associate membership of Royal Institute of Chartered Surveyors and/or working towards MRICS chartered status for 12 months or more (Building Surveying pathway).	X		
Evidence of industry related continuous professional development	X		
Previously undertaken both asbestos and CDM awareness training courses.	X		
Prince2 Project Management qualification		X	
<b>Skills</b>			
Proven financial, project and contract management skills.	X		
Proven ability to deliver complex projects and programmes with limited supervision.	X		
Ability to prepare architectural drawings and detailed schematics using AutoCAD.	X		
Excellent communication skills and the ability to adjust your style and delivery to a wide range of stakeholders.	X		
<b>Working Conditions</b>			
<ul style="list-style-type: none"> <li>Regular travel to a variety of sites around Somerset, including inspection or review of a wide range of assets, some in rural areas which require some physical effort to access.</li> </ul>			

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- The postholder will be required to wear/use PPE as required and as provided by the council.
- A driving licence and access to a car is essential for the role.

### Working Arrangements

- Somerset Council's dynamic Working Strategy will be applied to this position
- Flexible arrangements including flexible working hours, and a blend of working from the office, home and site visits county wide.

### Corporate Responsibilities

Provide a professional and technical building surveying service within a multi-discipline team, in respect of all building and site related issues – including repair, maintenance, alteration, and improvement – across the Somerset Council property portfolio and for our customers / partners.

Understand, uphold and promote the core values of Somerset Council in everything that you do, and everyone you interact with – whether that is staff, service users, contractors or communities.

Ensure compliance with all relevant legislation, organisational policy, and professional codes of conduct to uphold standards of best practise.  
Deliver the aims of the council's equality, diversity and inclusion policies; health, safety and wellbeing of self and others; and Organisational values in everything you do, ensuring team members are also aware of their responsibilities and maintaining their understanding that Equality and Diversity practice covers both interaction with staff, service users and communities and includes challenging discrimination and promoting equality of opportunity for all.