

Lancaster City Council - Job Description & Person Specification

Job Title:	Building Surveyor	Grade:	GG511	Job Code:	LCC904
Service/Team:	Property Team	Role Type: *Delete as appropriate	Hybrid	Reports to: *Title & LCC Code	Asset Manager
Line Managers: *Title/s & LCC Code	Project Officers x 2, and Maintenance Officer				

Job Overview

The Property Team are an integral part of the Council and are key in managing the property portfolio effectively and efficiently. Based within this team, the postholder will oversee the Corporate and commercial portfolio (170 Buildings), and be responsible for surveying and managing the delivering of building related projects, including the maintenance and repairs service.

This includes:

- Undertaking Planned Preventative Maintenance surveys across the council's commercial and corporate building portfolio. Ensuring the cause of defects is correctly identified, remedial works are specified and works appropriately programmed and completed
- Oversee the delivery of projects across the Council's corporate and commercial property portfolio. Including overseeing procurement and project delivery
- Oversee the maintenance and repairs service

Direct Responsibilities

- Complete Planned Preventative Maintenance surveys for the council's commercial and corporate estate. Working closely within the Assets team and Operational teams to develop meaningful planned work programmes.
- Support the maintenance and repairs function, including providing specialist advice and guidance when the need arises. The team consists of a Maintenance Officer and Maintenance Technicians x 2.
- Project management/contract management for the Council's projects, ensuring all design work, specifications, tender documentation and contractor selection process complies with the Council's Financial Regulations and Procurement Policy.
- To act as Client Representative, overseeing all aspects of the project, including developing project brief/TORS and appoint consultants, as appropriate, to undertake project management responsibilities on behalf of the Council.
- To be aware of and apply current regulations and statutory requirements relating to building construction, health and safety including CDM Regulations, components, services, planning, building control and listed building consent.
- Support the Property Team in delivering the Asset Management Strategy, including energy improvements and proactively support the Council's Carbon Neutral objectives.
- Support the Estate Management service with Licence for Alterations, repair responsibilities, dilapidations/interim condition surveys, Schedules of condition prelease, Fit out Approvals prelease etc.
- Work with colleagues/teams to ensure works are managed sensitively, in terms of occupied buildings, and efforts are made to minimise disruption where possible. Ensuring clear lines of communication throughout the duration of the project.
- Produce accurate and timely reporting on all projects, including financial, project timelines, and reporting on action taken.
- Ensure quality assurance is embedded, both during works and on completion of works, ensuring high standards of workmanship and aligned to manufacturers guidelines.
- A proactive approach to all aspects of the role to minimise disruption, formal handover, and promote efficient running of the buildings. Ensure on handover, all records, manuals and certificates are accurate and shared with the relevant parties including asset management.

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- Ensure any works identified during the Defects Liability Period, or any inherent defects are progressed and remedied without the need, where possible, for legal intervention.
- Maintain professional standards including high standards of behaviour, performance, quality, credibility and integrity at all times.
- Undertake any training and development appropriate to the current and future needs of the post.
- Comply with internal and external procedures/policies/legal requirements at all times.
- Maintain high standards of customer care and support with complaints and enquiries from tenants, leaseholders, managing agents etc as required, liaising with colleagues.
- Support the Property Team, promoting a positive culture, providing general advice and support and deputising for managers as necessary.
- Carry out other duties and provide additional support to Property Team, when necessary, within the overall function of the post commensurate with level and grading.

Primary Measurable Objectives

- Building Surveyor for the corporate and commercial property portfolio.
- As the Building Surveyor you will be responsible for project management and/or client representative role for projects, ensuring the Council's meets its legal and regulatory requirements.
- Provide assurance, through regular reporting, that work is being carried out effectively and efficiently.
- Completion of a programme of planned preventative maintenance surveys for the council's commercial and corporate estate over a rolling 5 year period.

Staff Management Responsibilities

- Project Officers x 2, and
- Maintenance Officer

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Person Specification			
Knowledge & Educational Requirements	Essential Criteria	Desirable Criteria	Assessed by: App Form, Interview, Certificate, Test, Other...
Specialised Qualifications & Training	<ul style="list-style-type: none"> • Building Surveying qualification to degree level or equivalent. • Minimum of five years' experience in a similar role OR significant vocational experience at a demonstrably professional level. 	<ul style="list-style-type: none"> • RICS/CIOB membership or working towards membership • In depth technical knowledge in all areas of construction, with up to date knowledge of relevant legislation and housing related standards and regulatory requirements. • Strong research, analysis and problem solving skills • Strong numerical, report writing and verbal communication skills. • Ability to deal with contentious information, able to weigh up conflicting perspectives and make sound judgments. 	App Form, Interview, Certificate
Experience	<ul style="list-style-type: none"> • Experience of completing planned preventative maintenance surveys and associated programmes of work • General project management/contract management experience. • Experience of reviewing processes – with the ability to identify issues and solutions. • Ability to produce reports (containing narrative and numerical data). • Excellent reasoning/analytical skills; ability to work with complex ideas 	<ul style="list-style-type: none"> • Proven track record of managing projects and contract administration. • Experience of acting as Client Representative, including appointment of consultants to oversee project delivery. 	App Form, Interview
Job Related Skills, Knowledge & Abilities	<ul style="list-style-type: none"> • In depth technical knowledge in all areas of construction, with up-to-date knowledge of relevant legislation and housing related standards 		App Form, Interview

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	<p>and regulatory requirements.</p> <ul style="list-style-type: none"> • Strong research, analysis and problem-solving skills • Strong numerical, report writing and verbal communication skills. • Ability to deal with contentious information, able to weigh up conflicting perspectives and make sound judgments. 		
Personal Attributes Including Interpersonal & Communication Skills	<ul style="list-style-type: none"> • Collaborative – Work in partnership with tenants, customers, colleagues, contractors and other experts to bring everyone together and achieve more. • Ask for input and offer help to others. Recognise and appreciate others efforts and contribution. • Share learning across the Council. 	<ul style="list-style-type: none"> • Working within a professional office environment as part of a multi-disciplinary team. • Strong experience in working collaboratively with colleagues across the organisation and leading effective partnership working. • Knowledge and skills relating to high quality customer service principles. 	App Form, Interview
Special Requirements/Other			App Form, Interview

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Additional information

Lancaster City Council Specific Knowledge

Once in post, demonstrate:

Understanding, implementation and adherence to Lancaster City Council's policies and procedures.

Understanding, implementation and adherence to Our Values.

Understanding of the post holder's own and their team's contribution to the Council's Corporate Plan.

General Statement

The above duties and responsibilities do not include or define all tasks that may be required of you. Duties and responsibilities may vary without changing the general character or grade of the role.

As a normal part of your job, you are expected to routinely undertake corporate activities on behalf of your Directorate, appropriate to grade of the role.

Learning and Development

You are expected to undertake any training and development appropriate to the current and future needs of the post.

Health & Safety at Work

All members of staff are responsible for fulfilling their health and safety roles and responsibilities, as outlined in the Job Description above. It is the employee's responsibility to ensure that they are familiar with the Council's health and safety policy, procedures, work instructions and relevant risk or other health and safety assessments pertinent to their work tasks, and that they carry out their work tasks in accordance with the significant findings of such.

Equal Opportunities

Lancaster City Council is an Equal Opportunities employer and has equal opportunities policies with which you are expected to comply at all times. The City Council condemns all forms of harassment and is actively seeking to promote a workplace where employees are treated with dignity, respect and without bias.

Climate Emergency

You will be expected to conduct your work activities in a way that demonstrates understanding of, and alignment with the requirements of delivering the Council's response to the Climate Emergency.

Community Safety

Section 17 of the Crime and Disorder Act requires local authorities to consider the community safety implications of all their activities. Officers of Lancaster City Council should have an awareness of community safety and consider any community safety implications within their own area of responsibility.

Safeguarding

Lancaster City Council delivers a range of services and activities that impact on the lives of children both directly and indirectly. Safeguarding children, ensuring their welfare, safety and health is of paramount importance. We are committed to providing safe and supportive services that will give children the opportunities to achieve their full potential.

Employee Signature:		Print name:		Date:	
Manager Signature:		Print name:		Date:	