

# Role Profile

## Part A - Grade & Structure Information

<b>Job Family Code</b>	<b>10RT</b>	<b>Role Title</b>	<b>Building Surveyor (Design)</b>
<b>Grade</b>	PS10/SS12	<b>Reports to (role title)</b>	<b>Snr Building Surveyor (Design)</b>
		<b>Directorate</b>	<b>Orbis</b>
<b>JE Band</b>	371-438	<b>Service</b>	<b>Property</b>
		<b>Team</b>	<b>Maintenance Delivery Team</b>
		<b>Date Role Profile was created</b>	<b>Jan-18</b>

## Part B - Job Family Description

The below profile describes the general nature of work performed at this level as set out in the job family. It is not intended to be a detailed list of all duties and responsibilities which may be required. The role will be further defined by annual objectives, which will be developed with the role holder. The Council reserves the right to review and amend the job families on a regular basis.

<b>Role Purpose</b> including key outputs	<p>The Building Surveyor (Design) ORBIS is responsible for providing feasibility studies and design solutions for building maintenance and minor works projects to ensure a seamless delivery. They will ensure that budgets and resources are optimised to best effect and to drive value from the Property portfolis.</p> <p>They will deliver maintenance projects and minor works with a value ranging from £2k up to circa £500k. These maintenance projects will include for example roof and window and door renewals. They will take lead responsibility for projects of this type, liaising and developing good relationships with other members of the design team including other engineers, building surveyors and quantity surveyors.</p> <p>They will be part of a wider technical maintenance team and have a fantastic ability to work with a range of different stakeholders and partners.</p> <p>They will carry out this role and the duties required under NEC and JCT forms of contract.</p> <p>They will ensure appropriate systems and procedures in place are utilised to effectively manage and control the delivery standards, inform and control budgets, forecast programming and undertake planning.</p>
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**Work Context**

The Orbis partnership comprises of Surrey County Council, East Sussex County Council and Brighton & Hove City Council. The Property Service sits within the Orbis Partnership and is part of Business Services, delivering property related services across all Orbis authorities.

The Property Service provides a wide range of services to the council, partners, schools and tenants. The service provides building maintenance, estate management, asset management and facilities management services across a wide range of buildings throughout the counties of Surrey and East Sussex. The service is responsible for the management of the Council's property portfolio comprising at SCC of approx.1200 main properties. At ESCC, the portfolio holdings are mainly focused around the school operational estate of 300+ properties and some core corporate sites.

The Maintenance Team up-keep, service and ensure compliance across the Council's properties. The Building Surveyor (Design) reports into the Senior Building Surveyor (Design) and is a Sovereign Surrey County Council post specifying and delivering projects from inception to their completion.

The post holder will be required to regularly visit and assess works at a range of different sites and locations. Ability to travel is essential to this post. Typical properties include schools, libraries, day centres, offices, and youth centres.

They will work with staff at all levels in Orbis Property and will be required to work in project teams with colleagues from other specialist Property areas.

This role has a core base location of County Hall Kingston, however meetings will occur at other sites to which they will be required to attend. In addition, our organisation supports flexible working and this can include working from home or from other partner offices both within and outside the Orbis authorities.

**Line management responsibility**  
if applicable

May be required to line manage a Graduate or Intern within the team.

If not line managing, they will be expected to mentor and help develop other staff within the wider maintenance team.

**Budget responsibility**  
if applicable

Responsible for project budgets as defined and ensuring spend remains within set parameters. Project budgets are likely to range from £2K up to £500K.

**Representative Accountabilities**  
Typical accountabilities in roles at this level in this job family

- Planning & Organising
- Implement countywide strategies and support the development of long term planning.
  - Lead projects and reviews within a technical area of work to support and enhance service delivery.
  - Plan workloads and secure resources to enable the team/s to achieve a quality service.
- Policy & Compliance
- Provide technical advice and recommendations within defined policy and procedures to ensure compliance with relevant legislation, policies and industry standards.
  - Maintain, develop and review systems, processes, procedures and working methods to maximise service delivery, quality, efficiency and compliance.
- People and partnerships
- May manage a team operating in a specialist area or oversee the delivery of a range of support services to a service or function.
  - Liaise, communicate and build relationships with other internal departments, customers, partner organisations, agencies and/or contractors to support and represent the team/service.
  - Monitor and support the performance management and development of team members to ensure

	<p>that individual contributions are maximised.</p> <p><b>Resources</b></p> <ul style="list-style-type: none"> <li>• Assist with budget/resource/ funding management in accordance with the council policies and procedures.</li> <li>• May have delegated responsibility for a budget(s).</li> </ul> <p><b>Analysis, Reporting &amp; Documentation</b></p> <ul style="list-style-type: none"> <li>• Assess or conduct analysis, presenting results and putting forward recommendations on managing more complex situations to support decision making.</li> <li>• Analyse and make recommendations for improvement or development of existing systems, processes or policy.</li> </ul> <p><b>Duties for all</b></p> <p><b>Values:</b> To uphold the values and behaviours of the organisation.</p> <p><b>Equality &amp; Diversity:</b> To work inclusively, with a diverse range of stakeholders and promote equality of opportunity.</p> <p><b>Health, Safety &amp; Welfare:</b> To maintain high standards of Health, Safety and Welfare at work and take reasonable care for the health and safety of themselves and others.</p>
<p><b>Education, Knowledge, Skills &amp; Abilities, Experience and Personal Characteristics</b></p>	<ul style="list-style-type: none"> <li>• Degree/ HNC or equivalent, or substantial relevant experience in a relevant subject.</li> <li>• May require a specialist technical qualification or membership of an appropriate professional institution.</li> <li>• Significant practical or professional experience and understanding of a specialist area or supporting service teams and/or providing support to the public.</li> <li>• Comprehensive understanding of subject matter, legislation, principles and practices relevant to the technical area.</li> <li>• May require previous management experience including staff supervision, development and organisational skills.</li> <li>• Proven ability to apply project management principles and techniques to manage a range of projects through to completion.</li> <li>• Proven ability to establish and maintain highly effective working relationships with a range of stakeholders.</li> <li>• Comprehensive knowledge of computerised business systems.</li> <li>• Proven written and oral communication with the ability to influence and work in collaboration with others.</li> <li>• Ability to understand, meet and exceed customer expectations.</li> <li>• Proven problem solving skills, and the ability to exercise high levels of initiative to devise and implement workable solutions.</li> </ul>
<p><b>Details of the specific qualifications and/or experience if required for the role in line with the above description</b></p>	<ul style="list-style-type: none"> <li>• Educated to minimum of HNC / HND or relevant degree level and ideally working towards membership of CIOB or RICS. Minimum of 3 years relevant industry experience.</li> <li>• DBS clearance required.</li> <li>• Regular travel to sites and around partner offices will be required.</li> </ul>
<p><b>Role Summary</b></p>	<p>Roles at this level typically lead and manage the work of a specialist team and/or they may hold a technically specialist professional role providing complex advice or managing specialist projects. They will use technical knowledge to audit or analyse situations and data to aid them in ensuring regulatory or technical compliance of others. They will work closely with a range of agencies and stakeholders to ensure delivery of agreed industry and service standards in a cost effective way. Forward planning could be for months ahead and the role will contribute to longer-term development.</p>