

Job Description

Post Title	Building Surveyor
Service Area	Commercial Business, Property and Development
Team	Maintenance and Compliance team
Grade	E/F
Reports to	Maintenance and Compliance Manager
Date prepared	November 2015 Updated March 2019

Job Purpose

- To work across both Eastbourne Borough Council (EBC) and Lewes District Council (LDC), contributing to the Corporate Plans, strategies and financial targets.

Level 1

- Day to day management of the councils' operational asset base including all building and property maintenance and capital improvement project activities.
- To ensure repairs and maintenance activities and works are appropriately specified, prioritised and procured, and meet the relevant safety, sustainability and preservation standards.
- To carry out or oversee building surveys, produce recommendations, prepare documentation and act as "intelligent client" in procurements and managed contracts.
- To project manage external contractors in the delivery of maintenance activities and capital improvement projects – on time, on budget and to the agreed quality standard, compliant with the council's statutory obligations.
- To adopt Corporate Landlord principles with respect to repairs and maintenance.

Level 2

The above plus:

- To ensure the delivery of professional and effective quality services and work towards building a sustainable, self-financing model for asset management across both councils.
- To undertake complex surveys and designs, provide detailed technical advice and specifications for large capital works projects or significant construction or service contracts.
- To continue to drive the implementation of the Corporate Landlord plan with respect to repairs and maintenance.

Key Tasks

Level 1

1. To assist in the implementation of a programme of Term, Planned and Reactive Maintenance across the councils' asset portfolio in accordance with the Corporate Landlord model.
2. To monitor the deterioration or defects of buildings and operational assets, specifying and planning repair work needed.
3. To assess the impact of unexpected damage such as fire or flood.
4. To undertake or oversee structural and property condition surveys and inspections.
5. To prepare technical documentation for remedial works and maintenance activities, including technical reports, schedules, programmes, specifications, contract documents and drawings (including the use of CAD design/draughting software).
6. To prepare cost estimates for budgeting purposes and in detail for individual schemes, liaising with procurement officers and external cost consultants when appropriate.
7. To produce feasibility studies, recommendations and reports.
8. To help to transfer condition survey & related data into the asset management and information system or other systems as required.
9. To help to prepare planning and building control applications, consents and permissions and to track their progress.
10. To work with procurement officers to obtain quotations and to procure remedial and other maintenance works and capital improvement contracts.
11. To oversee external contractors in the delivery of maintenance programmes and capital improvement projects – on time, on budget and to the agreed quality standard – acting as Contract Administrator when required.
12. To ensure that all maintenance activities are compliant with statutory obligations, liaising with compliance officers and service providers as required.
13. To provide an efficient, effective and comprehensive customer-orientated service delivering the duties associated with the post in accordance with the

councils' policies, standing orders, financial regulations, procurement rules, property-related strategies and other authorised procedures and practices.

Level 2

The above plus:

1. To handle complex sites and projects, producing advanced feasibility studies, technical designs, specifications and recommendations
2. To prepare and deliver reports to Cabinet Members & senior management.
3. To act as Principal Designer with respect to the Construction (Design & Management) Regulations 2015, &/or liaise with the outsourced CDM service provider as required; preparing and implementing health and safety documentation where required.
4. To prepare and submit Planning Permission, Listed Building Consent, Scheduled Monument Consent, and Building Control applications, as required, or oversee these activities if provided by third parties.
5. To instruct and guide procurement officers to establish procurement frameworks, shape tenders and contracts and to procure large maintenance works and capital improvement contracts.
6. To contribute to the development of frameworks of contractors and consultants to generate efficiency and savings.
7. To actively support and assist the continued development of the councils' Corporate Landlord model.
8. To provide technical advice to deal with Building Control Dangerous Structures and Party Wall agreements and negotiations.
9. To effectively manage and co-ordinate external consultants to ensure maximum performance and best value.
10. To liaise closely with in-house and/or outsourced service providers for all emergency, reactive and minor maintenance activities, to agree responsibilities and ensure effective co-ordination of such works with Term and Planned Maintenance activities and capital improvement projects.
11. To liaise with council environment and energy advisors and/or outsourced service providers on sustainability and carbon management initiatives, in line with the Corporate Landlord model.
12. To liaise and work closely with other council departments to provide a proficient helpful technical advisory service, and assist them to maximise service efficiency.
13. To manage effectively all resources, including staff, within the control of the post-holder.
14. To contribute to strategies and policies as they relate to repairs and maintenance.

Corporate Accountabilities

1. To promote equality of opportunity in service delivery in line with strategic commitment and corporate policies.
2. To promote a culture that is supportive of the Council's purpose, aims and values, and to take all reasonable steps to maintain good employee relations.
3. Staff are encouraged to participate fully in promoting a safety culture to protect the safety and health of themselves, colleagues and other people affected by the Council's activities.
4. To understand and apply the council's Data Protection and Data Quality policy and procedures.
5. Any other duties commensurate with the nature of the post.
6. You will be required to support the Borough Councils' corporate priorities and to ensure business continuity eg emergency response, elections, deployment to critical services.
7. Lewes District and Eastbourne Borough Councils' are committed to Safeguarding and promoting the welfare of children and adults at risk. The Corporate Safeguarding Policy and Procedures provides a framework within the Council, setting out responsibilities in relation to safeguarding and promoting the welfare of children and adults at risk.

The policy applies to all employees, councillors, volunteers and service providers that are commissioned by the council.

8. To work within the Council's Core Competency Framework. Central to the delivery of the role are the values and behaviours set out below. These are shared by all employees and applied to everything we do. The bullet points for each competency are examples of performance required:

Core Competencies

Sharing the Vision - Shaping the Future	<ul style="list-style-type: none"> • Understands the Council's purpose, context, goals, objectives and values, and is willing to behave consistently with them. • Knows the strategic direction of the Council and acts in support of it.
Communicating Well	<ul style="list-style-type: none"> • Contributes to and participates in an organisation where high quality information flows smoothly both internally and externally. • Works positively to gain understanding from others.
Driving Improvement Performance &Results.	<ul style="list-style-type: none"> • Takes responsibility and ownership for decisions, actions and results. • Takes actions to improve skills, knowledge and level of contribution.

	<ul style="list-style-type: none"> • Seeks and delivers high standards for self, team and Council
Self Management	<ul style="list-style-type: none"> • Self motivated and professional. • Is organised and uses time and technology efficiently. • Adopts a flexible approach to change
Delivering for our Customers	<ul style="list-style-type: none"> • Demonstrates a desire to identify and give priority to meeting and exceeding the needs of internal and external customers, generating high levels of customer satisfaction
Working Together	<ul style="list-style-type: none"> • Actively contributes to team working, sharing information, valuing the input of others. • Works co-operatively and is committed to building, productive, positive relationships. • Demonstrates commitment to achieving overall team objectives

This job description sets out the duties of the post at the time it was drawn up. Such details will vary from time to time without changing the general character of the duties or the level of responsibility involved.

PERSON SPECIFICATION

QUALIFICATIONS

<p>Essential</p> <p><u>Level 1</u></p> <ul style="list-style-type: none"> Royal Institution of Chartered Surveyors (RICS) recognised degree or equivalent qualification in a relevant field. 	<p>Desirable</p> <p><u>Level 1</u></p> <ul style="list-style-type: none"> Post qualification experience in a building or estates management role
<p><u>Level 2</u></p> <ul style="list-style-type: none"> Member of Royal Institution of Chartered Surveyors (MRICS) or relevant professional qualification with at least two years post qualification experience in a building or asset management role. 	<p><u>Level 2</u></p> <ul style="list-style-type: none"> Educated to degree level with MRICS.

TRAINING

<p>Essential</p> <ul style="list-style-type: none"> Evidence of relevant continuous professional development 	<p>Desirable</p> <ul style="list-style-type: none"> Course attendance relating to project or property management.
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SKILLS & ABILITIES

<p>Essential</p> <p><u>Level 1</u></p> <ul style="list-style-type: none"> Able to undertake or oversee building surveys, analyse building defects, inspect unexpected damage, and recommend appropriate repairs or improvements Can apply project management techniques including managing targets, the critical path, budgets and milestones Can produce high quality, evidence-based advice, reports and briefing notes for internal and external stakeholders and partners Good organisational skills with the ability and flexibility to prioritise demands and workloads with a proactive approach to work and 	<p>Desirable</p> <p><u>Level 1</u></p> <ul style="list-style-type: none"> Able to use property related software such as GIS and CAD Political and social awareness Good stakeholder relationship building skills Experience of using asset management and information systems
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<p>problem solving.</p> <ul style="list-style-type: none"> • Financial and commercial awareness with strong analytical and IT skills • Ability to work under pressure, often to tight timescales, and effectively manage own time. • Familiar with CAD • Can instruct procurement teams <p><u>Level 2 – above plus</u></p> <ul style="list-style-type: none"> • Able to develop and implement term and planned maintenance programmes and strategies • Can undertake surveys and oversee the work on complex sites and projects and produce detailed technical specifications and reports. • Ability to translate strategy into effective and efficient policies and workable solutions. • Advanced computer aided draughting 	
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KNOWLEDGE

<p>Essential</p> <p><u>Level 1</u></p> <ul style="list-style-type: none"> • Knowledge and experience of effective building maintenance and compliance processes and practices including condition and dilapidation surveying, technical specification and report writing, contractor and project management and works procurement. • Knowledge of current Construction Design Management regulations <p><u>Level 2 – above plus</u></p> <ul style="list-style-type: none"> • Deep technical knowledge • Excellent working knowledge of building and planning regulation • Good understanding of the data required to support good building and property management. • Excellent knowledge of repairs and maintenance management business processes and activities and able to shape and implement process 	<p>Desirable</p> <p><u>Level 1</u></p> <ul style="list-style-type: none"> • Knowledge of the property needs of local authorities and knowledge of the key issues facing local government. • Understanding of good data practices in the context of property management. • Good understanding of the data required to support good building and property management.
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<p>improvements</p> <ul style="list-style-type: none"> • Good knowledge of the legislation related to managing property risks, including extensive experience of a diverse range of property estates and buildings. • Full knowledge and understanding of Health and Safety regulations, in particular with regards to the current Construction Design Management regulations, and be able to prepare and implement documentation and procedures when required 	
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EXPERIENCE

<p>Essential</p> <p><u>Level 1</u></p> <ul style="list-style-type: none"> • Supporting the implementation of term, planned and reactive maintenance programmes and capital improvement projects • Conducting surveys, inspecting repairs and damages and making recommendations • Helping to prepare planning applications, listed building and other consents and building control applications, or overseeing these activities <p><u>Level 2 – above plus</u></p> <ul style="list-style-type: none"> • Shaping and implementing term, planned and reactive maintenance programmes and capital improvement projects and monitoring programme effectiveness • Preparing and submitting planning applications, listed building consent and building control applications, or overseeing these activities • Preparing NEC, JCT and Building Maintenance Contract documentation • Extensive experience of managing diverse range of properties ideally in the public sector • Managing revenue planned and 	<p>Desirable</p> <p><u>Level 1</u></p> <ul style="list-style-type: none"> • Experience of repairs and maintenance performance indicators and targets. • Experience of asset management and information systems. • Supervising and monitoring contractors and works • Helping to manage work and project budgets, following the councils' financial procedures <p><u>Level 2 – above plus</u></p> <ul style="list-style-type: none"> • Experience of working within a Corporate Landlord model. • Preparing and delivering reports for Cabinet Members
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<p>reactive maintenance budgets together with allocated capital budgets</p> <ul style="list-style-type: none"> • Supervising and monitoring contractors and consultants to ensure maximum performance and best value 	
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PHYSICAL, LEGAL AND OTHER REQUIREMENTS

<p>Essential</p> <ul style="list-style-type: none"> • Willingness to work within the councils’ core competency framework • An engaging, enthusiastic and positive manner with a strong “can do” approach • Full clean driving licence and the ability to travel across Lewes District and Eastbourne Borough. • Able to undertake surveys and inspections of buildings and operational assets working at height and/or in confined spaces. 	<p>Desirable</p>
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All staff must be prepared to have an understanding of the Equal Opportunities, Customer Care and Health and Safety policies. Managers in particular, must have a commitment to implement and abide by these policies.

TERMS AND CONDITIONS

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Lewes District and Eastbourne Borough Councils have been on a transformational journey to fully integrate services. This has involved integrating staff teams, processes and systems whilst still retaining sovereignty of the individual councils.

The employer will be Eastbourne Borough Council.

Duration

This is a permanent contract.

Conditions of Service

The conditions of service for this post are for the National Joint Council (NJC) for Local Government Services. The post is graded Band E/F.

Salary

The spinal column points (SCP) for the full time post are as follows:

SCP 25	£28,785	SCP 31	£33,799
SCP 26	£29,636	SCP 32	£34,788
SCP 27	£30,507	SCP 33	£35,934
SCP 28	£31,371	SCP 34	£36,876
SCP 29	£32,029	SCP 35	£37,849
SCP 30	£32,878		

The salary is pro rata to hours worked.

Hours

The hours for this post are up to 25 a week. These will be worked within operational requirements. Actual starting and finishing times will be agreed with your manager. Within these boundaries the Council operates a flexitime scheme for all but Heads of Service. Details will be supplied to the successful candidate upon appointment.

Place of Work

You will be based at Southover House, Southover Road, Lewes, BN7 1AB and 1 Grove Road, Eastbourne, BN21 4TW, but you may be required to work anywhere within the Shared Services boundary.

Agile Working

The Councils have been offering flexible working for some years and is committed to extend agile working with the introduction of office based working, mobile working, flexible and home working. This role has been categorised as:

- Flexible/Mobile. Works from Southover House and 1 Grove Road offices, home and attends external meetings or site visits regularly.

Working arrangements for mobile, flexible/mobile and flexible/office workers will vary during the induction/ probationary period and will be reviewed at six monthly intervals.

Probationary Period

All posts are subject to a six months' probationary period where your suitability for the post will be assessed. During this time your progress will be reviewed and discussed with you at regular intervals.

Essential User Car Allowance

In order to perform your duties, it is essential that you have available the use of a motor vehicle and, therefore, you will be paid an essential user car allowance. This allowance is reviewed annually and may be withdrawn or amended if the circumstances in which it is granted change.

You will be entitled to mileage as an essential user on official council business.

Annual Leave

The leave year runs from 1 April to 31 March and entitlement varies with length of service. The current minimum entitlement is 25 days. This increases to 29 days in the leave year following completion of five years' service. Subject to the demands of the post, you will normally receive additional paid leave on each Public Holiday.

An employee who starts part way through the year will receive a proportion of the basic holiday entitlement. For operational reasons some Service Areas have to restrict the maximum amount of holiday taken at any one time and its timing in the year. Holiday commitments entered into before taking up an appointment will be honoured wherever possible.

Notice Period

The contract of employment applicable to this post will specify a minimum period of two calendar months to be given by either side.

Pension

We provide membership of the Local Government Pension Scheme (LGPS) to employees aged under 75 who have a contract of employment that is for at least 3 months. The LGPS is a qualifying pension scheme, which means it meets or exceeds the government's standards.

All employees are automatically entered into the Local Government Pension Scheme unless they choose to make alternative provision for pension. Scheme members contribute the percentage of salary as set out in the table below. We will also make an employer's contribution to the scheme.

The contribution bands with effect from 01 April 2019 are:

Pay Range	Contribution
Up to £14,400	5.5%
£14,401 - £22,500	5.8%
£22,501 - £36,500	6.5%
£36,501 - £46,200	6.8%
£46,201 - £64,600	8.5%
£64,601 - £91,500	9.9%
£91,501 - £107,700	10.5%
£107,701 - £161,500	11.4%

More than £161,501	12.5%
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The pay ranges will be increased each year from 01 April in line with inflation.

Based on the salary for this role, the contribution will be 6.5% for SCP 25-33 and 6.8% for SCP 34 and above.