
Recruitment information

Job description and person specification

Your title	Lead Asset Surveyor
DBS check	N/A
Post number	PRN0000128
Your team	Asset Management & Property Services
You would be based	Civic Centre, High Street, Esher, Surrey, KT10 9SD
Your line manager	Senior Asset Surveyor

About the role

Do you have strong experience of providing building surveying services? Do you have proven experience in leading reactive and planned maintenance, health & safety and project management? Then this is job for you!

Our dynamic property team are looking for a motivated and experienced building surveyor to lead the reactive and planned building surveying team and building compliance officer to ensure a well-maintained and statutory-compliant property portfolio. You will be responsible for managing the Councils suite of fixed term contracts (Mechanical, Electrical and Fabric, Asbestos, Water Hygiene) and undertake a full range of building surveying services.

The role requires the individual to be a team player who can deliver under pressure whilst maintaining effective relationships at all levels to complement the existing structure.

The main purpose of the role:

You will provide a high-quality surveying service for all of our properties and infrastructure, which ensures that they are fit for purpose and comply with statutory guidance relating to properties.

You will assist the Senior Asset Surveyor and management team to manage and supervise a team of maintenance surveyors and a building compliance officer in delivering planned and preventative maintenance across our property portfolio including working to ensure compliance in health and safety on all our assets.

You will be reporting to the Senior Asset Surveyor in respect of specific capital projects and leading on the management of planned and reactive programmes and if appropriate civil engineering aspects for our buildings, estate, and ancillary properties:

- Repair and replacement work as appropriate.
- The five-year condition survey programme of works for all property assets, in accordance with the approved programme of works and lead on the next rotation of condition surveys
- Project manage each project to a successful conclusion within time and budget, in accordance with appropriate contracts in place.
- To actively promote a sustainable approach to building maintenance and increase the energy efficiency of our property portfolio.

To ensure that the surveying activities are delivered in accordance with the council's policy and relevant legislative requirements.

Main contacts

Includes Council Officers, Councillors, Contractors, Health and Safety Executive, Trade Organisations, Statutory Authorities, Public Utilities.

Specific duties and responsibilities

Service responsibilities

- To lead the reactive and planned building surveying team and building compliance officer to ensure a well-maintained and statutory-compliant property portfolio.
- Responsible for managing the Council's suite of fixed term contracts (Mechanical, Electrical and Fabric, Asbestos, Water Hygiene) and ensuring timely re-procurement is undertaken, in accordance with Council requirements, to maintain continuity of contracts and services.
- Responsible for implementing, maintaining and updating the building surveying teams procedures and standard documents.
- Undertake regular analysis and scrutiny of responsive repairs to identify any trends and report to the Senior Asset Surveyor including any recommendations
- Prepare technical briefing documents, undertake fee tendering and manage external professional consultants where instructed by the Senior Asset Surveyor.
- Inspection of properties, preparation of reports and specifications, service level agreements, invitation and analysis of tenders, management of contractor activity on site and contract procedures through to completion of project.
- Assist and advise the Senior Asset Surveyor in the preparation of annual budgets for planned maintenance and annual works, and capital bids.
- Manage the council's repair and maintenance budgets including providing regular financial updates to the Senior Asset Surveyor.
- Assisting the Senior Asset Surveyor in the quantification of the financial resources required for the protection of the Council's property assets and working with the relevant service teams in the council.
- Working with the Senior Asset Surveyor ensuring that expenditure is appropriate and that financial targets are met. Making recommendations for change where necessary.
- Provide assistance to the Senior Asset Surveyor on contractual advice and guidance on the relevant aspects of the constitution as required and have an understanding of procurement law and knowledge of framework agreements
- Continually providing and supporting the Senior Asset Surveyor in a responsive surveying service and provision of advice to others including non-specialist and non-technical staff.

- The effective and efficient monitoring of all works undertaken ensuring compliance with current maintenance policies and targets as appropriate.
- Advise on, and source Contractors and Consultants and their performance management of their work.
- Promote effective service alliances and regularly meet with other partners, service providers and stakeholders to improve the efficiency and effectiveness of the services.
- Carrying out all duties in a safe and proper manner in accordance with the Council's Health and Safety policy and working with the Council compliance officer to ensure safe practices.
- To provide out of hours emergency call out, for Council owned properties including at evenings, weekends, and Bank Holidays.

Corporate responsibilities

- To work with Senior Asset Surveyor to maintain effective working relationships with all relevant internal and external service partners.
- To assist in the development, collection and monitoring of performance data for the Surveying Services section, ensuring agreed performance measurements and targets are achieved, taking part in benchmarking activities or service reviews as appropriate.
- Pursue the principles and practices established in council strategies including Asset Management Planning, Equality and Diversity, Risk Management, Business Continuity, and Disaster Recovery, etc.
- Assist the Senior Asset Surveyor in producing the Service's annual Service Plan and in delivering the Council's vision, key developments, corporate plan, etc.
- Participate as appropriate on Corporate Working Groups
- To assist other sections within the team if the Civic Centre Business Continuity Plan is put into operation.
- To attend Committee Meetings or other meetings from time to time, as requested by the Senior Asset Surveyor.

What's missing?

Our job descriptions cover as much of the role as we can possibly get down in writing, but issues will arise, and we hope and expect that you will understand that and take on-board other tasks from time-to-time, in keeping with your role of course.

Your conduct

We expect the highest standards of conduct from our employees and at all time you must carry out your duties with integrity and in accordance with the Code of Conduct for employees.

Equal opportunities

We have a strong commitment to achieving equality of opportunity and expect all employees to implement and promote our policy in their own work.

Health and safety

We are committed to a healthy and safe working environment and expect all employees to implement and promote its policy in all aspects of their work.

Personal and sensitive data

You will have regard for the duty of care owed to personal data and sensitive personal data and any other confidential or sensitive information which you access in the course of your employment ensuring adherence to the Data Protection Act and the Council's Information Security Policy and related guidance.

Talent development

We have a talent development programme that includes regular one-to-ones, mid-year reviews, end of year performance reviews and a strong and varied learning and development programme.

You will be expected to get involved in this talent programme to ensure you are performing at the highest level.

Confidentiality

We are committed to maintaining privacy of all staff and customers. We expect all staff to handle all individuals' personal information in a sensitive and professional manner. All staff are under an obligation not to gain access or attempt to gain access to information they are not authorised to have.

Person specification

Please read the details on this form carefully before you complete your Application Form. This form lists the essential requirements needed in order to do the job.

Your written application will be considered in relation to the essential knowledge, skills, abilities, education and experience required for the job and candidates will therefore be selected for interview on this basis.

Elmbridge Borough Council is committed to providing the best possible services and ensuring they are accessible to all who need them irrespective of race, colour, ethnic or national origin, religious or political belief, Trade Union activity, age, disability, being male or female, married or unmarried, sexuality.

What you need to tell us on your application form:

- You will need to tell us throughout your application form and at interview how you can contribute to providing good quality services for all.
- For each of the requirements listed overleaf, you will need to explain how your skills, abilities, knowledge, education and experience make you suitable for this post.
- These may have been gained through previous employment, voluntary/community work, spare time activities, home responsibilities, training or languages spoken.
- You should also include anything else relevant to the job which you think we should know about.

We regret that we can only consider applicants who are already eligible to work in the United Kingdom.

Insert title: Lead Asset Surveyor
Team: Asset Management & Property Services/Surveying Services

Salary: £46,790 - £51,318
Post no: PRN0000128
Hours: 36 per week
Car allowance: Core Car User C2

Qualifications and education

No.	Key requirements	Desirable/essential	To be tested by: Application1 (A) Test (T) Interview (I)
1	Relevant professional qualification, (eg RICS or CIOB), or technician qualification (HNC, Degree or equivalent) plus extensive relevant experience.	E	(A)
2	Degree level standard of education.	D	(A)

Experience

No.	Key requirements	Desirable/essential	To be tested by: Application1 (A) Test (T) Interview (I)
3	Experience of building services defects, diagnosis, and specification preparation and contract administration.	E	(A)(I)
4	Working knowledge/understanding of mechanical and electrical surveying.	E	(A)(I)
5	Experience of managing and developing a team.	E	(A)(I)
6	Experience of prioritising workloads and managing time for self and the team effectively.	E	(A)(I)
7	Experience of working with a local authority.	D	(A)(I)
8	Development, control, and management of project budgets.	E	(A)(I)
9	Experience of using a computerised building maintenance and repairs system.	D	(A)(I)
10	Proficient in the use of word processing and spreadsheet software (preferably Microsoft Office).	E	(A)(I)
11	Working knowledge of AutoCAD, or similar package.	D	(A)(I)
12	Financial knowledge.	E	(A)(I)
13	Procurement experience and framework knowledge.	E	(A)(I)

14	Understanding of Landlord/Tenant Legislation.	D	(A)(I)
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Knowledge, skills and abilities

No.	Key requirements	Desirable/ essential	To be tested by: Application1 (A) Test (T) Interview (I)
15	Ability to lead, control and motivate others to communicate vision and longer-term view.	E	(A)(I)
16	Well-developed financial and commercial skills.	E	(A)(I)
17	Well-developed understanding of use and interpretation of contracts.	E	(A)(I)
18	Ability to work as part of a team and development of internal and external partnership.	E	(A)(I)
19	Ability to work using own initiative and minimum supervision.	E	(A)(I)
20	Good communication and numeracy skills.	E	(A)(I)
21	Ability to evaluate complex situations and make recommendations for action.	E	(A)(I)
22	Understanding of property related sustainability issues.	E	(A)(I)
23	A commitment to providing a high-quality customer focussed, service.	E	(A)(I)
24	Flexible approach to work.	E	(A)(I)
25	An innovative approach.	E	(A)(I)
26	Full driving licence and access to a vehicle during working hours.	E	(A)(I)

Special requirements

No.	Key requirements	Desirable/ essential	To be tested by: Application1 (A) Test (T) Interview (I)
27	Willing to attend occasional evening meetings.	E	(A)(I)
28	Will be required to work in confined spaces and at heights.	D	(A)(I)
29	Willing to be part of an out of hours emergency call out rota.	E	(A)(I)