



ROLE PROFILE FOR BUILDING SURVEYOR

Role Title: Building Surveyor
Service: Property and Economic Development
Location: Surrey Heath House, Knoll Road, Camberley, Surrey, GU15 3HD
Reporting To: Technical Services Manager

Role Purpose

To provide professional construction services in connection with the repair, maintenance and provision of property for the delivery of Council activities.

Main Duties and Accountabilities

Knowledge and Expertise

- Design and specification of construction works.
- Preparation and management of contracts for construction work based on JCT standard forms.
- Building pathology

Creativity and Innovation

- Support the Council's vision through investigating opportunities for environmental sustainability.
- A practical approach to problem solving.



Financial Accountability

- Management of tender processes.
- Management of contract compliance.
- Management of project budgets.

Impact upon the Organisation & the Community

- Supporting the Council's sustainability policies.
- Supporting client departments to deliver their services.
- Supporting efforts to comply with health and safety requirements.

Management & Supervisory Responsibilities

- Contract and project management.
- External contractors and consultants.

Initiative & Independent Action

- To have the ability to think creatively to optimise maintenance and repairs.
- To ensure best practice in contract management.
- To proactively solve problems.

General

- To be familiar with and able to apply relevant health and safety regulations to design and construction projects.
- Knowledge of the regulations around asbestos management.

Continuous Professional Development

- Will be required to ensure that the Council remains compliant and at the forefront of technical innovation.



Customers and Contacts

Important Internal Relationships

- Technical Services Manager and the wider property team.
- Client departments.
- Finance and procurement colleagues.

Important External Relationships

- Contractors.
- Consultants.
- Tenants and other occupiers.

Additional Requirements

- To work collaboratively with colleagues in accordance with our corporate values and policies to achieve the Council aims and objectives.
- Ability to work from home if required, with access to reliable fast broadband connectivity.
- No contra-indications in personal background or criminal record indicating unsuitability in this role.
- Legally entitled to work in the UK.
- Ability to participate in the Council's out of hours Civil Emergency arrangements.
- To carry out any other duties commensurate with the grade of this post as is required of the Council.



Job Title - Person Specification

Qualifications and Training

Criteria	Essential or Desirable	Application, Interview or Assessment
Educated to degree level and/or relevant qualification in building	E	
Qualified project manager	D	
Qualification(s) in relevant areas of health & safety, e.g. asbestos management, CDM, IOSH, etc.	D	

Knowledge and Experience

Criteria	Essential or Desirable	Application, Interview or Assessment
Experience of building contract procurement and management	E	
Experience of using standard JCT forms of contract	E	
Knowledge and understanding of local government and its services	D	
Experience of managing project budgets	E	
Experience of high volume/low value repair works	E	
Ability to use AutoCAD	D	



Skills and Relations with People

Criteria	Essential or Desirable	Application, Interview or Assessment
Ability to work effectively with senior management and staff at all levels.	D	
Proven ability to communicate a persuasive message effectively both in writing and orally.	E	
Ability to work confidently with external consultants.	D	

Creativity and Innovation

Criteria	Essential or Desirable	Application, Interview or Assessment
Demonstrate experience of working on own initiative to achieve results.	E	
Demonstrate skills for competent project management.	E	
Ability to devise effective and innovative solutions to problems associated with managing older buildings.	D	

Financial Accountability

Criteria	Essential or Desirable	Application, Interview or Assessment
Understanding of the role of budgets	E	



Impact upon the Organisation and the Community

Criteria	Essential or Desirable	Application, Interview or Assessment
Ability to understand the impact of the work of the team on the communities of Surrey Heath	E	

Initiative and Independent Action

Criteria	Essential or Desirable	Application, Interview or Assessment
Demonstrate experience of working on own initiative to achieve results	E	
Strong evidence of decision making, taking responsibility and problem solving	E	
Ability to set, plan and manage workload	E	

Additional Requirements

Criteria	Essential or Desirable	Application, Interview or Assessment
Commitment to uphold the Values of The Council in undertaking the role	E	

DBS Requirements

■ No Check Required

