

JOB DESCRIPTION

Post Title:	Estates Building Surveyor
Post ID:	1889
School / Department:	Estates Department
Line Manager:	Deputy Head of Estates (Estate Management)
Grade:	8s

JOB PURPOSE

To assist the Estates and Services Department in providing a high quality service through the development and maintenance of the University's building stock whilst also managing and assisting with aspects of delivery on behalf of the department as required.

MAIN DUTIES AND RESPONSIBILITIES

- To manage and carry out regular physical surveys of building fabric, across all University sites, ensuring management and updates of the existing planned preventive maintenance schedules, whilst also ensuring CAD drawings and records are kept up to date.
- To prepare drawings and specifications for refurbishment and remodelling/alterations to University buildings, working with colleagues as necessary in connection with mechanical and electrical services.
- To project manage minor capital projects to ensure they are delivered on time, in budget and to the required quality, under the appropriate form of Building Contract whilst carrying out a full Contract Administration role including undertaking of valuations and preparation of final accounts.
- To Chair or participate in cross-University groups and projects to support the development of management information and corporate initiatives as directed by line management. To assist in maintaining the space database through measurement of buildings and updating of drawn records using AutoCAD whilst integrating both existing and future space and drawn records for IT enabled estates management throughout the University.
- To assist with provision and submission of Estates Management Returns to external organisations, on behalf of the Estates Department and University.
- To assist senior members of the Estates team in preparing and delivering annual budget bids.
- To work closely with the Sustainability Manager to ensure all services/works carried out comply with relevant standards, highlighting any issues and advising on how to resolve and contribute to achieving the reduction in the University's carbon footprint.
- To maintain a secure and safe learning, working and living environment for all staff, students and visitors and to ensure the University complies with all statutory obligations including the Equality Act (2010), Health and Safety legislation and the University's own policies and to work with the University SHE Advisor and Estates Team to ensure compliance and consistency across the University.
- To develop and maintain a standard/specific specification to brief consultants and contractors on University expectations for building components, fabric, finishes, ironmongery, lock suiting etc.
- To work with professional consultants and contractors appointed by the University as may be required, and will supervise contract staff and resolve queries and problems which may arise and occur during the course of a contract.

- To be responsible for the management and maintenance of an up-to-date Contractor Register, including updating and monitoring of the Contractor's Rules and Regulations Policy documents.
- To be involved with the management of the Salto electronic locking systems
- To manage University signage policy and change/implementation in accordance with corporate branding.
- To assist in maintaining and developing high standards of estates management administration, probity and control for the University and ensure that the appropriate policy and procedures are in place and are disseminated within the University and are monitored.
 - To undertake any other duties as required and as commensurate with the grade and scope of the post as directed.

PERSON SPECIFICATION

Qualifications / Experience

Essential:

- Applicants should have a good honours degree and appropriate professional qualifications (MRICS or similar).
- A proven track record in surveying buildings and preparing detailed planned preventive maintenance schedules.
- A proven track record in the measurement and drawing of buildings, interpretation of building floor plans and computerised spreadsheets and databases.
- A proven track record in preparing detailed complex specifications, schedules of works, and associated design drawings.
- A proven track record in controlling project costs.
- A proven track record in successful project management and project delivery
- A track record of successfully advising as a professionally qualified surveyor
- Management experience in a multi-site Estates Department

Desirable

Management experience in Higher Education Institution.

Skills & Knowledge:

Essential:

- Working knowledge of Building Regulations, relevant legislation and British Standards
- Working knowledge of relevant Health and Safety legislation including management of Asbestos
- Working knowledge of NBS, AutoCAD or similar CAD systems.
- Ability to carry out detailed analysis of statistical information
- Ability to liaise effectively with all stakeholders both internally and externally

- Ability to effectively communicate information, both in oral and written formats, (including business correspondence, analytical, technical and advisory report writing to University committees) as well as represent the University both internally and externally
- Good IT skills; Microsoft Office (Word, Excel and PowerPoint) and Google
- Ability to prepare detailed technical reports
- Ability to think strategically, plan, prioritise and allocate resources
- Ability to work to fixed deadlines and remain calm under pressure
- Excellent organisation and administrative skills

Desirable:

Effective negotiating skills.

Personal Qualities:

Essential:

- Applicants should be enthusiastic, self-motivated and able to communicate clearly both verbally and in writing with all levels of staff at the University.
- Sound judgment and decision making.
- High level of personal integrity
- Ability to work effectively as a leader of project and as part of a team
- Flexible approach to work and positive approach to change

Special Conditions:

- The post holder will be expected to work on any University site and undertake occasional travel away from the University as directed for training or information purposes.
- To undertake training or continuing professional development in accordance with the requirements of your Chartered Membership
- To undertake some work outside normal working hours to cover contract supervision and callout.

February 2018