

DIRECTORATE:	Communities
DEPARTMENT:	Operations – Community Services / Corporate Landlord / Total Facilities Management
POST:	Principal Building Surveyor
GRADE OF POST:	GR13
RESPONSIBLE TO:	Senior Manager – Total Facilities Management

Job Description

JOB PURPOSE:

To be responsible for managing a team of Building Surveyors and Contract Officers in the delivery of building maintenance Services. To ensure cost effective, efficient and timely delivery of all building services in accordance with best practice, health & safety legislation, compliance regulations, programme schedules and client requirements.

To exercise commercial judgement and financial acumen in the proactive strategic management of the team to improve efficiencies wherever possible whilst delivering a best value service. To work closely with clients and stakeholders to assist in forecasting annual maintenance budgets, developing programmes of work and maximising every opportunity to drive forward sustainability.

To act as the Councils Deputy appointed person for Asbestos management.

PRINCIPAL RESPONSIBILITIES AND ACTIVITIES:

- To manage, plan & oversee the day-to-day activities of the building services team, from initial inception, through design, development of schemes, on site works, finalising accounts & co-ordinating the handover of completed schemes to meet Client expectations.
- Take responsibility for all aspects of technical building services activity, this role will provide clear operational leadership ensuring the team meet agreed targets and quality as well as health and safety standards.

- To act as the Council's Deputy Appointed Person for asbestos management. Support the Appointed person for asbestos management by ensuring safe management and control of asbestos. Ensuring compliance with all agreed specialist surveys, maintaining all management records and trackers, with procedures in place including emergency arrangements and associated asbestos site project works.
- Provide strong commercial and management controls and quality assurance oversight. Prepare annual maintenance and refurbishment budgets and forecasts and all capital expenditure proposals as well as ensuring compliance with legal standards.
- To ensure that all aspects of Health and Safety are properly observed by staff and contractors in accordance with the C.D.M. Regulations. Ensure that all maintenance works comply with relevant health & safety regulations, advice, guidance, and industry best practice.
- To work closely and collaboratively with the Technical Services Team Manager and Direct Labour Organisation Team Manager to ensure the work of our technical project management team is integrated and coordinated across our works delivery teams.
- To ensure contracts are managed professionally and effectively by the building surveying team, including efficient contract administration and on site by contract officers. Ensure the team take assertive action to hold to account contractors that fail to meet contractual requirements, investigating possible remedial action if matters cannot be resolved by consent. Manage and robustly challenge cost-overruns, and seek compensation for the authority, where delays are outside its control.
- To manage the effective procurement of works in line with Corporate Procurement Rules & Financial Regulations when implementing planned maintenance programmes & ensuring effective budgetary controls are in place for the duration of the works.
- Act as the department's Principal Building Surveyor, to represent, act, consult and advise Clients and client representatives, external contractors, agencies and partners, Programme and Project Boards, Overview and Scrutiny committees as required, on behalf of the Corporate Landlord team.
- Application of effective and appropriate management and leadership to ensure works are carried out by the team within agreed timescales, qualitative, procedural, and financial parameters. Ensure planned

and preventative operations promote the development of a sustainable property portfolio in BCBC in accordance with declared decarbonisation policy.

- Maintain a Planned Preventative Maintenance (PPM) programme, leading the team to ensure agreed maintenance is undertaken and delivered effectively. Regularly report on achievement of targets, actions required and potential areas for improvement.
- To carry out surveys (including Condition/ Asset surveys, Schedules of condition, Dilapidations and General site surveys) as required. To lead technical investigations into root causes of building problems across general building areas.
- To undertake pre-contract and contract duties as appropriate for your own projects and the teams planned maintenance and refurbishment projects to include (but not limited to) the following duties:
 - Customer Relationship Management
 - Feasibility studies
 - Scheme design
 - Specification and tender (pre-contract)
 - Contract management
 - Project Management
 - Finance & Accounts
- To lead on collaborative working within all areas of Building Services and promote continuous improvement and new ways of working. Contribute to the creation and implementation of best practice maintenance vision, strategy, policies, processes and procedures to aid and improve operational performance of the entire Building Services team.
- To review work processes and operational practices to ensure that they support a consistently efficient and effective planned maintenance service and make recommendations to the TFM Senior Manager to resolve any existing service inadequacies.

GENERAL DUTIES

Health and Safety

To fulfil the general and specific roles and responsibilities detailed in the [Health and Safety Policy](#)

Equal Opportunities

To ensure that all activities are operated in accordance with Equal Opportunities legislation and best practice.

Safeguarding

Protecting children, young people or adults at risk is a core responsibility of all employees. Any concerns should be reported to the Adult Safeguarding Team or Children's IAA Service within MASH.

Review and Right to Vary

This Job Description is as currently applies and will be reviewed regularly. You may be required to undertake other tasks that can be reasonably assigned to you, including development activities, which are within your capability and grade.

Person Specification Building

Principal building surveyor

The following attributes represent the range of skills, abilities and experiences etc. relevant to this position. Applicants are expected to meet the attributes that have been identified as essential.

Attributes	Requirements	Essential	Method of Evaluation/ Testing
Qualifications, Education & Training	<ul style="list-style-type: none"> Degree (RICS/CIOB/BSc) in a relevant discipline or able to demonstrate competence through significant relevant experience. MRICS or CIOB professional qualification. NEBOSH qualification. IOSH qualification. BOHS P405 Management of Asbestos preferred (but training can be provided). Evidence of continuous professional development. 	Yes	Production of original Qualification Certificates and application form.
		Yes	
		Yes	
Knowledge & Experience	<ul style="list-style-type: none"> Extensive experience of the maintenance provision within the building industry or of working as a building surveyor. Comprehensive understanding and working within established regulatory frameworks. 	Yes	Interview, application form, and selection process.
		Yes	

	<ul style="list-style-type: none"> • Experience of managing and supervising staff. • Knowledge of innovation and good practice in surveying. • Demonstrable experience of maintaining quality assurance standards and meeting KPIs. • Experience of project planning and management. • Experience of managing client expectations. • A full understanding of all building surveying skill sets, including drawings preparation, statutory legislation, budget preparation. 	<p>Yes</p> <p>Yes</p> <p>Yes</p>	
Knowledge & experience (ctd.)	<ul style="list-style-type: none"> • Experience of contract administration, site supervision and defect analysis. • Experience of managing complex budgets with the ability to plan and forecast spend. • Extensive programme management experience including contract development and management. • Significant experience in procurement, commissioning and tendering. • Experience of influencing and managing key stakeholders. • Experience of managing and supporting staff through change. 	<p>Yes</p> <p>Yes</p> <p>Yes</p>	Interview, application form, and selection process.
Skills & Personal Qualities	<ul style="list-style-type: none"> • Excellent leadership and management skills. • Excellent interpersonal skills. • Ability to manage a variety of cross-functional team members. • Excellent written, verbal and presentation skills. • IT literate and ability to use property management systems. 	<p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p>	

	<ul style="list-style-type: none"> • Ability to form constructive working relationships with internal and external stakeholders. • Ability to produce high-quality reports. • Competent in problem solving, team building, planning and decision-making. • Management & supervisory skills. • Budgetary control. • Project management skills. • Good computer skills; able to use a range of IT packages and asset management systems. • Ability to work under pressure, meet deadlines and manage own time. • The ability to communicate through the medium of Welsh. 	<p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p>	
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