



ADUR & WORTHING  
COUNCILS  
Job Description

<b>Authority:</b>	WBC/ADC
<b>Service Block:</b>	Digital and Resources
<b>Section:</b>	Facilities & Technical Services
<b>Post Title:</b>	Senior Building Surveyor (Projects)
<b>Post Number:</b>	10521
<b>Accountable to:</b>	Principal Building Surveyor
<b>Management responsibility for:</b>	Building Surveyors (Property Projects) Shared management responsibility for Tenant Liaison Officer (Housing) - post funded by Capital budget. Appointed consultants and contractors.
<b>Authority to liaise with:</b>	Members and Officers of the Council, Heads of Service, Council Leadership team, contractors, consultants and other statutory and public authorities, members of the public and external organisations
<b>Meetings attended on a regular basis:</b>	Section meetings, project / site meetings, client meetings, meetings with other council departments , Council meetings for appropriate agenda items, Adur Homes Management Board.
<b>Work Style:</b>	Flexible

**Principal purpose of job (role summary)**

To manage a team of professional of building surveyors within the Facilities and Technical Services Dept. responsible for the prioritisation and delivery of a range of building projects and improvement works from initial feasibility through to completion ensuring quality. Projects will include but not be limited to new build, adaption, refurbishment, conversion, alteration and demolition work.

**Main duties, tasks and responsibilities of post holder**

1. Responsible for managing a team of Building Surveyors (Projects) to deliver a high quality, professional building surveying and project management function to manage a portfolio of building projects, improvement works and programmes on behalf of internal clients and stakeholders.

2. To manage the staff in the team to ensure projects and the programme of works is successfully completed within priority led targets, set programmes and financial expenditure constraints. To effectively manage and coordinate external consultants and contractors where necessary.
3. To support Clients/Heads of Service with the preparation of the project brief, preparing feasibility and budget costs, assessing the need for and arranging for specialist advice and investigations, preparation of risk registers, full design drawings, specification and contract/tender documentation, employers requirements, inviting and evaluating received tenders, preparing and issuing orders or formal contracts for signature and administering/supervising the project post contract through to agreement of the final account.
4. Carry out structural, condition surveys and property inspections, feasibility studies and reports, arrange drawings, schedules, specifications, produce technical reports, reports for Cabinet Members and Committees, assist in preparing estimates both annually for budgeting purposes and in detail for individual schemes, obtain tenders / quotations for building or associated works, manage projects from inception to completion.
5. To financially manage allocated revenue and capital budgets for building projects and improvement works, reporting exceptions to the Principal Building Surveyor where appropriate.
6. Provide professional and technical input and advice to deal with matters such as Building Control dangerous structures and party wall agreements and negotiations.
7. Supervise and monitor contractors and consultants for those projects managed by the postholder to ensure maximum performance and best value.
8. To work closely with the Senior Surveyor (Facilities & Maintenance) to deliver a joined up approach to the management of our assets and property in order to deliver the best level of service possible.
9. Undertake the role of Principal Designer in accordance with the Construction (Design & Management) Regulations 2015, &/or liaise with the outsourced Principal Designer/Health & Safety Advisors as required whilst ensuring the 'Clients Duties' are fulfilled. Prepare and issue pre-construction information, risk assessments and associated Health & Safety documentation in accordance with the regulations.
10. To have a working knowledge of the requirements of Section 20 of the Housing Act and where a project has qualifying works requiring consultation, to liaise with the Leasehold Team and provide sufficient supporting information to ensure compliance under the Act.

11. Where required, liaise with Adur Homes residents who are undergoing works to their home, dealing with their needs and concerns in a sensitive and professional manner at all times. Explain technical plans and specifications to a non-technical audience.
12. To have a good knowledge and understanding of the requirements and responsibilities under The Control of Asbestos Regulations 2012 and the Council's Asbestos Policy and ensure these are strictly adhered to in relation to all aspects of project delivery and personal, staff, tenant and public safety.
13. Ensure compliance with the Council's Contract Procedure Rules and Project Management Framework.
14. Incorporate sustainability and carbon reduction initiatives as an essential part of all projects. Provide advice relating to energy efficiency and renewable energy schemes on Council property to deliver the aspirations of the Councils Platform for Places/Strategic Plan.
15. Investigate structural and non-structural defects and carry out complex studies and investigations including diagnosis, reporting and liaison with the Councils Insurance Officer, Loss Adjusters, specialist suppliers such as Structural Engineers, and contractors.
16. Undertake research into the procurement of contracts, oversee the tendering process, provide advice on the selection of tenderers including capability, qualifications, shortlisting and award criteria, and produce tender reports.
17. Maintain regular contact with project clients to ensure the best possible development of professional relationships to keep clients and Senior Managers satisfied with the service.
18. Provide and maintain a high level of professional standards within the Property Team keeping up to date with technological and industry developments and Continuing Professional Development (CPD) to allow effective advice to be given to clients and the Council.
19. Ensure the property information databases and CAD drawing records are carried out and maintained.
20. Where necessary, be included in the out of hours call out arrangements on a rotational basis within the section.
21. Undertake all duties in accordance with Council policies, in particular those relating to customer care and equal opportunities.
22. Undertake such other duties as may reasonably be allocated to the post holder, which may involve providing assistance in any section of the department as may be required from time to time.

23. Undertake any duties regarding health, safety and welfare work, civil contingencies and business continuity which may reasonably be allocated to the post holder as a result of legislation, codes of practice or Council policies.

24. Promote the service and Council positively at all times.

The post holder will be required to undertake such other duties as may be required within the grade and competence of the post holder. Therefore, the list of duties in this job description should not be regarded as exclusive or exhaustive.

Duties will be set out in this job description but please note that the Council reserves the right to update the job description from time to time to reflect changes in, or to, the role. The post holder will be consulted about any proposed changes. Significant permanent changes in duties and responsibilities will require agreed revisions to be made to this job description.

**Job Description agreed by:**

<b>Post holder (print name):</b>	
<b>Signature:</b>	
<b>Date:</b>	
<b>Line Manager (print name)</b>	
<b>Signature:</b>	
<b>Date:</b>	
<b>Director (print name):</b>	
<b>Signature:</b>	
<b>Date:</b>	