



ADUR & WORTHING
COUNCILS

Person Specification

Authority:	ADC / WBC
Directorate:	Digital and Resources
Section:	Facilities and Technical Services
Post Title:	Senior Building Surveyor (Property Projects)
Post Number:	10521
Accountable to:	Principal Building Surveyor
Management responsibility for:	Building Surveyors (Property projects) Shared management responsibility for Tenant Liaison Officer (Housing) Appointment of consultants and contractors
Authority to liaise with:	Section meetings, project / site meetings, client meetings, meetings with other council departments, council meetings for appropriate agenda items, Adur Homes Management board

Area	Requirements	
Qualifications	Essential	Desirable
<i>Professional Registration (where applicable)</i>	HND/HNC in Building or equivalent building construction/surveying qualification	MRICS, CIOB or BSc Building Surveying Health and safety qualification i.e. NEBOSH
Knowledge & Experience		
(e.g. Technical, Administrative, Managerial – use one or more categories as/where appropriate)	Comprehensive professional, technical and practical experience of working as a building surveyor including the management of contractors delivering a range of complex and /or high value capital projects from inception to	Local Government experience or other public sector organisation Local Government knowledge Experience of managing and developing a team including

	<p>completion</p> <p>Sound knowledge of building surveying practice including ability to undertake condition surveys, dilapidation surveys, project management of capital improvement works</p> <p>Ability to prepare and submit planning applications, listed building consent and building control applications</p> <p>Experience of preparing and administering standard forms of building contracts such as NEC/JCT. Experience and knowledge of procuring and tendering capital projects</p> <p>Able to prepare and implement health and safety documentation where required, in particular with regards to CDM 2015 Regulations. Experience of undertaking the role of Principal Designer</p> <p>Supervising and monitoring contractors and consultants to ensure maximum performance and best value</p> <p>Ability and experience of project managing a range of property construction and improvement projects, and programmes of work</p> <p>Comprehensive knowledge of construction related legislation, building regulations and codes of practice and a knowledge of sustainable methods of building</p> <p>Ability to understand, meet and exceed Customer expectations</p>	<p>conducting performance reviews, objective setting, training plans</p>
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Skills

<p>Communication/ relationship</p>	<p>Internal:</p> <p>Excellent communication and negotiation skills</p> <p>Able to work effectively with all internal key stakeholders</p> <p>Adapt communication style to</p>	
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	<p>suit the audience</p> <p>Able to prepare and present reports to Members and Senior Officers on complex issues in plain language</p> <p>External:</p> <p>Work effectively with contractors and consultants, overseeing multi-disciplinary teams and ensuring good working relationships for the department</p> <p>Effective people skills</p> <p>Report writing skills</p> <p>Tact and diplomacy</p> <p>Negotiation skills with the ability to be diplomatic</p>	
Analytical/ judgmental	<p>Able to demonstrate analytical skills that can be carried through to quality decisions and / or recommendations</p> <p>Competent in budget management and projections</p> <p>Problem solving skills</p>	
Planning/ organisational	<p>Creative and innovation skills</p> <p>Negotiating and influencing skills</p> <p>Ability to meet critical deadlines and organise personal workload in an effective manner</p>	
IT	<p>Google suite of products and MS Excel</p>	<p>User of AutoCad Lite</p> <p>Asset management software experience</p> <p>Project management database experience</p>
Abilities		
Physical	<p>Able to undertake site visits including working at height and in confined spaces.</p>	
Mental	<p>The ability to work to deadlines under pressure</p>	

	Able to multitask correctly assessing and responding to priorities Calm and able to cope under pressure Decisive and assertive	
Emotional	Able to remain composed and able to deal calmly with potentially volatile situations	
Other:	UK driving licence	

Person Specification agreed by:

Post holder: <i>(print name)</i>	
Signature:	
Date:	
Line Manager: <i>(print name)</i>	
Signature:	
Date:	
Head of Service: <i>(print name)</i>	
Signature:	
Date:	