

Job Description

Job Title:	Building Surveyor
Grade:	10
Business Unit:	Repairs & Maintenance
Division:	Asset Management
Department:	Housing & Modernisation
Reports to:	Head of Repairs and Maintenance

Purpose of the Job

- To provide a comprehensive professional surveying and technical service to diagnose, specify, design and facilitate a broad range building repair works and adaptations in accordance with all statutory and local legislation as well as delivering all departmental key performance requirements.
- To manage works from inception to completion, including the programming of works and supervision of contractors to deliver on budget, time and to the required quality.
- To develop and monitor practices and procedures, ensuring the required quality customer focused service.
- To promote positive and innovative working relationships with applicants, residents, building contractors, supply chain partners as well as other internal departments and external agencies for achieving best value.
- To act as an expert within their professional field with in-depth knowledge in building practice's.
- To advise on all statutory and legislative change, as well as sustainable technologies that affects, improves and promotes the service.
- To advise and participate in the arrangement, invitation and evaluation of tenders for work, ensuring the process provides financial and auditory compliance.

Principal Accountabilities

1. To provide expert building and technical advice for the repair and refurbishment to council void properties to achieve the authorities 'Lettable Standard'.
2. To be responsible for site surveys, the design and preparation of drawings, specification and schedule of works, relevant to the implementation of adaptations across all housing tenures.
3. Providing technical expertise and advice on the procurement of works and contractual assistance in the administration of empty home property grants.
4. The post holders will be responsible for undertaking condition and structural surveys, providing technical advice and recommendations to clients, feasibility studies, preliminary cost estimates and a project issues risk and opportunities (PIRO) management plan.
5. Day to day management of contractors, taking the appropriate contractual remedial action for poor performance.
6. Advise and liaise with all internal stakeholders, business units and external agencies with regards to applicable statutory notices.
7. Represent the council and act on its behalf on Party Wall matters, liaising with adjoining owners and their professional representatives in pursuit of complying and discharging the council's obligations under the Party Wall Act.
8. Evaluate effectiveness of contracts types, contractors, products and consultants, advising and making recommendations on changes or developments to provide best value.
9. Responsible for the contract administration of the works, including valuing claims for additional works, the preparation and the certifying of interim and final payments, ensuring financial and audit compliance.
10. Manage project expenditure and provide month end cost value reconciliation reports to the Senior Building Surveyor.

11. The post holder will work under their own initiative with minimal supervision, managing and maintaining a substantial and varied caseload of projects making and being accountable for major decisions under their own direction.
12. Understand the client's brief and develop their requirements from concept through to options and final scheme design.
13. Ensure all projects comply with statutory and local health, safety and welfare legislation.
14. To ensure consultation requirements are met for leaseholders, residents across all tenures. Including attendance at Tenants and Resident Association and Area meetings when necessary.
15. To produce and maintain effective management data and all appropriate records. For example, for payments to contractors; and updating related databases.
16. Carry out post contract performance reviews, working with all involved parties to develop and implement actions to improve the service delivery.
17. Maintain customer centred standards, including dealing with the public, solving problems and managing complaints. Respond to all correspondence and telephone calls from all stakeholders or other interested parties relating to the works/repairs, consulting with senior staff where necessary.
18. To compile detailed and comprehensive written reports for managers, Elected Members and responses to complaints.
19. Undertake energy assessments of council void properties, providing current energy efficiency calculations, recommendations for improving efficiencies and issuing an energy performance certificate (EPC).

The duties as listed above are not set out in order of priority, and other tasks commensurate with the grade of the post may be required of the post holder.

Job Context:

Organisational Information

- The services managed by housing have a direct and significant impact on the lives of all Southwark residents and are key for the 39,000 council tenants. Southwark is the sixth largest social landlord in the UK.
- There are 14,700 council leaseholders and service charge payers.
- The quality of services managed has a high political profile and plays a vital role in the quality of life of residents and business and is crucial to regenerating the borough alongside new build and inward investments.

Structure

- The post reports to the Senior Building Surveyor and will have a key role in the delivery of the Specialist Services Contract team.
- The post-holder will be expected to have a prominent role in mentoring and supporting apprentice and trainee surveyors in order to build the service for future years.

Financial Responsibilities

- Financial and contract management of individual cases, ensuring that excellent contract administration of the works is provided and that best value is achieved and continually maintained.

Contacts:

- Internal:

Staff and managers across Housing & Modernisation and other council services as well as Councillors. Attend local and borough wide liaison and performance review meetings.

- External:

MPs, advice agencies, advisers, contractors' representatives, tenants and tenant organisations, residents associations and working parties, the repair contractors, members of the public, consultant surveyors, engineers, architects, environmental health consultants, facilities managers, court appointed joint experts, legal representatives and other outside agencies.

Conditions of service:

Contractual hours: 36 hours, Monday to Friday.

The conditions of service attached to this appointment will be in accordance with the National Joint Council for Local Authorities Administrative, Professional, Technical and Clerical Services, enhanced by Council conditions.

Special conditions for this role:

- Physical mobility to climb ladders and scaffolds, access cellars, walk over uneven ground, work at heights, access restricted spaces (e.g. crawl spaces).
- Wear personal protective equipment and use other safety related equipment as required.
- Must hold a full UK driving licence.
- Work outside normal working hours when required.

Health & Safety:

The job holder is required to take reasonable care for the safety and health of themselves and others who may be affected by their acts; and to co-ordinate with management in the promotion and maintenance of health and safety measures.

Equality:

The post holder must demonstrate commitment and enthusiasm to promote the principle of equality in employment and service delivery. The post holder must be familiar with and promote the Equality Employment Policy.

