



Job description	
Job title	Graduate Building Surveyor (2 year Fixed Term)
Grade	Grade G/H
Directorate	DCR
Section/team	Assets Service
Accountable to	Group Manager (Building Projects and Maintenance) or Principal Maintenance Officer
Responsible for	N/A
Date reviewed	October 2021

Purpose of the Job

To professionally develop and implement new build & refurbishment programmes through the project lifecycle, within budget and set timescales ensuring full stakeholder and consultant involvement. To include planned and reactive maintenance responsibilities and the production of building condition surveys as required.

Duties and Responsibilities

This is not a comprehensive list of all the tasks, which may be required of the post holder. It is illustrative of the general nature and level of responsibility of the work to be undertaken.

Effectively manage the complex relationships between clients, service users, architects, quantity surveyors and clerk of works on a portfolio of projects.

Coordinate and quality assure the work of the other professionals involved in the project.

To mediate and negotiate with relevant parties to ensure fitness for purpose, best value and user satisfaction while providing independent professional advice & challenge to all connected with the projects.



Knowsley Council

To consistently provide accurate, informative and timely written and verbal communication to relevant parties, including writing and presenting reports to the Senior Management Team, Cabinet Members and Cabinet.

Ensure the aims and required deadlines of the projects are met and improved upon where possible.

Ensuring that quality standards stated in the specification are adhered to or exceeded.

Keep track of progress and ensuring that the project is on time and on budget.

Maintaining records of expenditure, accounting, costing and billing for budget monitoring and final accounting.

To ensure records management systems following changes such as asbestos registers and fire risk assessments are kept up to date to ensure the healthy and safety of people entering facilities.

To provide advice and guidance to the council, service clients and external bodies on a full range of matters relating to property, including acquisition, change of use, disposal, demolition, termination of utility supplies.

To deliver planned maintenance, respond to reactive maintenance and undertake building condition surveys as required.

This is not a comprehensive list of all tasks, which maybe required by the post holder and is illustrative of the general nature and level of responsibility of the work to be undertaken.

Responsibilities – Generic

To promote and implement the Council's Equal Opportunities Policy in all aspects of employment and service delivery.

To develop effective working partnerships and relationships with elected Members, local, regional and national organisations.

To influence decisions relevant to the Council's Land and Property Portfolio.



To ensure all Council Standing Orders and Financial Procedure Rules are upheld.

To ensure that service users and carers are fully appraised of their rights and responsibilities within the relevant legislation and statutory complaints and representation procedures and that they are involved in the planning and delivery of services.

To ensure (in collaboration with others) that continuous improvement, value for money and best value are delivered by all areas of the Council by challenging existing practices, setting targets for improvement and intervening as necessary.

To support the Asset Management Team in the development and implementation of strategies, plans, policies, procedures, relevant to the work of the Service.

To ensure in relation to your duties that all legislative, regulatory and national guidance relating to Property Maintenance, Investment & Compliance is adhered to and reported on as appropriate.

To promote the duty to co-operate between organisations in order to improve the quality of life of all residents.

To fulfil any other duties as reasonably directed by the Head of Property Maintenance, Investment & Compliance.

Health and Safety

To ensure suitable and sufficient risk assessments are carried out taking into account employees capabilities.

To use equipment as instructed and trained.

To inform management of any health and safety issues which could place individuals in danger.

Data Protection and Information Security



- Implement and act in accordance with the Information Security Acceptable Use policy and Data Protection Policy,
- Protect the council's information assets from unauthorised access, disclosure, modification, destruction or interference,
- Report actual or potential security incidents.

Knowsley Better Together – Staff Qualities

The following qualities have been adopted by the Council and apply to all employees. You are expected to embrace and display these qualities. Your line manager will discuss your behaviour with you, during your My Time and My Time Extra meetings.

- **Integrity.** You are required to be open and honest, maintain high standards of personal behaviour and display strong moral principles.
- **Accountability.** You must take personal responsibility for your actions and decisions and understand the consequences of your behaviour.
- **Communication.** You must listen and talk to others, taking account of other people's points of view. You should share information and strive to work together
- **Respect.** You must treat people with care and dignity, observing the rights of other people, and helping and supporting others where you can.