

Epsom & Ewell Borough Council

Role Profile Template

Role Title:	Building Surveyor
Job Family:	Middle Manager / Senior Professional (G5)
Service:	Property and Regeneration
Location:	Town Hall
Reporting To:	Building Services & Facilities Manager

<p>Role Purpose:</p> <p><i>Why the role exists and its contribution</i></p>	<p>To provide effective technical and professional guidance that enables the service to maintain high standards and meet statutory requirements.</p> <p>As a member of the council's management, contribute to the achievement of the Council's corporate vision, behaviours and priorities and the development of the Council's positive high performing culture.</p> <p>To be responsible for the maintenance and repair of Buildings, Mechanical and Electrical plant, equipment, and services. Assist with managing projects from conception to completion within approved budgets, to agreed timescales and within statutory constraints</p>
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Main Duties and accountabilities

<p>Service Specific</p>	<ul style="list-style-type: none"> • Working in awkward/constrained positions to assess building services • Maintaining information systems and the production or processing of information, including frequency and level of accuracy • Responsibility for equipment, buildings, premises, external locations • Time spent working outdoors during the working day, including exposure to weather and wearing protective clothing • Day to day maintenance/management of service contracts. • Assist the team in managing service contract for the planned, reactive and maintenance associated with the council's building portfolio. • To ensure all legislative requirements are met and recorded in relation to: <ul style="list-style-type: none"> Renewal of equipment and proposals Condition surveys
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	<p>M&E works. Fire risk assessments</p> <ul style="list-style-type: none"> • To undertake an element of out of hours work in respect of projects and emergencies • Contract and Project Management - Managing projects on behalf of internal clients to include preparation of client brief, designs, specifications, contract documentation & supervision, tender documentation, procurement, evaluating bids, issuing orders and contracts. • Identifying and managing supplier's contractors and consultants to ensure projects and contracts are delivered on time and within budget. • CAD - carry out detailed surveys, prepare drawings for projects/schemes, update council property drawings & database, and assist Building Services & Facilities Manager • Mechanical and Electrical support – to assist with the following: <ul style="list-style-type: none"> Electrical installation/ testing Water safety Portable appliance testing Fire equipment and lift maintenance Energy & Utilities management CCTV & intruder alarms Water courses Heating & air conditioning General engineering advice and support • Health & Safety - Identifying planning health and safety construction design and management requirements and ensuring implementation • Monitoring, advising, controlling and seeking to ensure full compliance with health and safety requirements in the mechanical and electrical area • Surveying plant and safety including risk assessments • Keeping up to date on health and safety legislation and records • Carrying out Fire Risk Assessments • Control of Legionella • Asbestos control
Generic Duties	<p style="text-align: center;">Management</p> <ul style="list-style-type: none"> • To communicate ownership of the corporate plan, vision,

behaviours, corporate identity and key messages and promote effective corporate working across the organisation.

- To champion and encourage corporate working as part of a one team Council approach
- To manage the implementation of key corporate and service projects, achieving agreed outcomes including delivery on time and within budget.
- To provide high quality and timely advice to all Members of the Council and relevant staff.
- To attend and contribute as required to meetings of the Council, including Committee meetings, working groups, and outside bodies.
- To promote and champion the positive interests of the Council and the borough.
- To inform senior management and when on leave, appropriate Chairmen of service issues and developments.
- To develop and maintain excellent internal and external working relationships to secure positive outcomes for the Council and the borough.

Professional

- Retain a professional qualification and membership and participate in learning that is required to perform the role effectively and in line with statutory requirements.
- Use technical and professional knowledge to help ensure council statutory obligations are adhered to through investigations, inspections and enforcements in accordance with relevant legislation, codes of practice and other regulatory instruments.

Staff Management

- To develop a highly engaged and high performing staff team ensuring that all staff are encouraged to realise their potential through their on-going learning and development
- To ensure effective implement and clear communication of the importance of compliance, training and development of health and safety regulations
- To create a positive working environment where staff are treated with dignity and respect and where equality of opportunities is promoted.
- To promote a culture of excellent customer service where the needs of customers are understood and responded to.
- To ensure that effective recruitment, induction and probation

arrangements are in place to maximise the positive contribution of new appointments to the work of the Council.

- To ensure that all staff have the opportunity of regular team meetings and My Performance Conversations.
- To undertake the timely management of performance issues

Financial and Performance Management

- To establish and maintain effective arrangements for performance management, including service delivery plans, budget and performance monitoring and reporting, contract monitoring and My Performance Conversations.
- To exercise robust financial control over service, income and staffing budgets, ensuring that budget targets are met.
- To ensure that value for money is achieved, including looking at opportunities to increase income, reduce costs or explore alternative ways of delivering services.
- To ensure that there are effective systems in place to enable the efficient and resilient operation of the service. (Continuity planning)
- Risk Management, Health and Safety and Civil Emergencies
- To provide and implement a healthy and safe working environment, providing risk assessments, safe working method statements, training in all community & wellbeing service provision areas. To implement and promote relevant corporate policies.
- To assess the risks associated with the service and ensure that robust measures are in place to manage these risks effectively, including the risk of fraud.
- To develop continuity service plans for each of your services
- To have a key role in business continuity planning and participate in the Council's Civil Emergencies response, including out of hours' arrangements. To maintain the borough's people at risk register ensuring it is always available to the council within emergency response responsibilities

Continuous Professional Development

- To keep abreast of economic, legislative, political, social and technical developments impacting on the service and on local government, keeping up-to-date with the latest thinking /direction within the service areas.

	<ul style="list-style-type: none"> To maintain professional development and attend corporate training as required.
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The key decision making areas in the role
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<p>The need to exercise judgment or decision making</p> <p>The extent of instructions/guidance followed and the level of detail available</p> <p>Organisation of workload and priorities</p> <p>Interruptions which make attention or concentration difficult.</p> <p>Discretion in decision making including unexpected problems/situations</p> <p>The accessibility of colleagues and managers for consultation/advice</p> <p>Information handling</p>
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Customers and contacts

<p>Knowledge of other service areas within the Council/Authority</p> <p>Contact with clients/customers</p> <p>The needs of clients/customers for whom responsible</p>

Dimensions of the role

Financial	Non-financial
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<ul style="list-style-type: none">• Annual expenditure c £500,000• Personal and shared responsibility for income generation or expenditure budgets• Setting or monitoring targets or budgets and their value• Accounting for or handling expenditure or money	<ul style="list-style-type: none">• No Direct reports• Emotional stress from the circumstances or behaviour or people• The impact of your decision making on customers• Implementing and enforcing regulations• Health and safety of customers• The supervision and management of employees, including number• checking and evaluating work of others• provision of training, development and guidance
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Person Specification

Qualifications and Training	Essential (E) or Desirable (D)	Application	Interview/ Assessment
Professional qualifications to be MRICS or MCIOB or equivalent	E		
To be competent in all legislation, with the ability to write specifications of works, fire risk assessments, understanding of Legionella and asbestos management.	E		
To be proficient in Computer Aided Design	E		
Evidence of continuous professional development	E		
Knowledge and Experience			
Customer services experience	D		
Skills			
Problem solving	E		
Creativity	E		
Analytic skills	E		
Caring or training skills	D		
Training/development/motivational skills	D		
Communication skills – written and oral	E		
Working under pressure and to deadlines	E		
Additional Requirements			
Experience of government tendering portal systems	D		