

## Wirral Council: Job Role Descriptor

<b>Job Role:</b>	<b>Asset Building Surveyor</b>
<b>Service:</b>	<b>Delivery Services/Place Services/Construction &amp; FM</b>
<b>Reports to:</b>	<b>Building Surveyor Team Leader</b>
<b>No. of Subordinates:</b>	<b>0</b>
<b>HR USE ONLY</b>	
<b>Job Role Ref:</b>	<b>C&amp;C0037G</b>
<b>Job Family:</b>	
<b>Grade:</b>	<b>Band H</b>

### JOB ROLE PURPOSE

Asset Building Surveyor responsible for a sector of the Council's building programme requiring considerable initiative, experience and project management ability. Responsible for specification, quality assurance, programme delivery, audit and procurement matters.

### KEY TASKS

1. Responsible for undertaking investigations, inspections and surveys of Council properties and preparation of detailed condition surveys of individual buildings.
2. Responsible for programme delivery and the administration of contracts to their completion.
3. Responsible for following procurement processes that meet the Council's Contract Procedure rules.
4. Responsible for providing advice to schools and building managers in respect of building maintenance and building projects, with particular attention to responsibilities of schools under their delegated funding requirements.
5. Work with school heads and governing bodies in relation to specific school building projects and general building maintenance issues.
6. Work with client departments at senior management level in relation to the preparation of briefs for building projects.
7. Ensure that they are up to date with regards to relevant legislation regulations and guidance and these are interpreted and applied to Policy and Procedures.
8. Ensure that there is an auditable record of decisions made and events including time lines in relation to each programme.
9. Issue of instructions to consultants, contractors and technical staff, co-ordination of associated professional disciplines.

10. Ensure Health & Safety law and guidance, including safe ways of working, is followed at all times.
11. Responsible for the preparation of reports, cost estimates, undertaking correspondence, conducting meetings, maintaining records and information, supplying advice and attending meetings associated with the operations of the service area.
12. Responsible for the preparation of orders on the Concerto system for repair and maintenance works utilising the Council's Schedule of Rates and supervision of the execution of such work as may be required by senior officers.

<b>KEY RESPONSIBILITIES</b>
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<b>People</b>
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Ensure that staff and key stakeholders are briefed appropriately in relation to council wide communications and matters relevant to the service area.

Liaise with client departments at senior management level including Directors in connection with preparation of briefs for building projects.

Liaise with school heads, governing bodies and business managers.

Liaise with Planning (Development Management) and Building Control in regards to legislation, regulations and sign-off.

Liaise with the energy team regarding boiler conditions and assist with the prioritisation of the boiler renewal programme.

Liaise with Corporate Health & Safety regarding policies, legislation and health and safety matters.

<b>Financial</b>
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Ensure accurate financial records are maintained.

Responsible for processing all payments in connection with building work on Concerto and 1 Business systems.

Responsible for all payments in connection with building works for the Capital Programme.

<b>Strategic</b>
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Contribute to the annual forward planning process for Children's Services in respect of educational buildings.

## **Resources**

Complete and deliver creative solutions to problems including efficiencies, cost savings and benefits.

## **Planning and Organising**

Carry out large projects from inception of the client brief, through all the stages of the design process and construction, in accordance with the agreed programme.

## **Decision Making**

Manage own workload including project management, to use discretion and only escalate complex issues.

In the absence of the Building Surveyor Team Leader, to offer advice and to manage projects as required.

Work independently to meet deadlines via complete project management.

## **EXPERIENCE, QUALIFICATIONS, KNOWLEDGE AND SKILLS**

### **Essential Criteria**

#### **Qualifications:**

- HNC/HND Building Surveying or equivalent.

#### **Knowledge & Skills:**

- Considerable initiative, experience and design and management ability.
- Extensive knowledge of planning and building regulations.

#### **Experience:**

- Experience of working with, and the management of, contractors on site.

### **Desirable Criteria**

#### **Qualifications:**

- Professional Construction qualification MRICS, CIOB.
- BSc Building Surveying.

## **Knowledge & Skills:**

- Knowledge of working with framework arrangements in relation to construction.
- Knowledge of Quality Assurance.
- Knowledge of MS Excel, MS Word, Access & Databases.

## **Experience:**

- Experience in construction design specifically in the public sector e.g. schools, leisure centres and listed buildings such as town halls etc.
- Experience of working with consultants and other agencies.
- Experience of maintaining databases and other information management systems.
- Experience of working as a team member to meet deadlines.
- Experience of Partnering and “Re-thinking Construction” principles.

<b>ADDITIONAL WORK ELEMENTS</b>
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- Required to work outside of normal office hours.
- Must be able to travel around the Borough using private transport.
- Required to work in more than one location.
- Must hold a full driving licence.

## **NOTE:**

**The job role holder may be required to undertake other reasonable duties commensurate with the job role descriptor grade as directed by the Head of Service.**

This job role descriptor will be reviewed regularly and may be subject to amendment or modification at any time after consultation with the post holder. It is not a definitive statement of procedures and tasks, but sets out the main expectations of the Service in relation to the post holder's responsibilities and duties.

Elements of this job role descriptor and changes to it may be amended in light of organisational and service requirements.

**Signed Head of Service**

Neil Corser

**Date**

21/11/2019