

Role Description and Employee Specification

Job Title:	Building Officer	Location:	Coleford, with travel throughout the Forest of Dean and Gloucestershire.
Department:	Property & Assets	Service:	Building Maintenance
Reports to:	Principal Estates Officer	Working Hours:	37
Salary:	£39,481 Per Annum	Grade:	8
Contract Type:	Permanent	Direct Reports:	None

Overall purpose of the Post:	Management of the council's property maintenance function. Including property and land inspections, service delivery, works management, record keeping. Support the Principal Estates Officer as Building Officer and contribute towards the effective development and management of the council's property management. Making the best use of resources. Maintaining and improving standards through an ability to think ahead, plan, prioritise and schedule activities and monitor and manage outcomes effectively.
Key Tasks and Responsibilities:	• To act as the council's building & maintenance expert on a range of matters, including management of the Council's land and property estate. • To provide an effective maintenance function for all council properties and land. • To undertake ad hoc and routine inspections of properties and land, owned or leased by the council. Advise on maintenance matters, building defects and cost of remedy for various property types. • To carry out condition surveys of properties, land, car parks etc. and use results to help formulate a suitable maintenance programme. • To prepare or manage the preparation of works specifications, drawings and tender documentation for property or land related works. • To procure property related works/projects with contractors and consultants in line with council policies, legislation and financial regulations, • To provide scrutiny and challenge to contractor costs, standard of work and timeliness of resolution of issues • Manage maintenance/building works on-site through to completion ensuring sound quality, time and financial management. • To ensure works comply with relevant H&S including CDM regulations. • Undertake regular inspections of rental properties and issue repair notices to tenants as required.

	• To prepare or manage the preparation of schedules of repairs and/or dilapidations and, in conjunction with the Principal Estates Officer, agree the best outcome for works undertaken, or monetary settlement for the council. • To undertake routine inspections of properties, car parks, land etc. recording findings in the relevant systems and addressing defects and other issues as required. • To advise the Principal Estates Officer on works and costs associated with service charges. • To assist the Principal Estates Officer by contributing towards reports on property appraisals and options on future use. • Support and advise the Principal Estates Officer in the redevelopment of properties and landholdings as required. • To ensure that role related responsibilities in respect of Health, Safety and Environmental legislation are fulfilled. • To represent the council professionally and positively. • Assist the Principal Estates Officer in assessing complaints in accordance with the complaints policy. • Provision of accurate and timely surveying information, reports, support and guidance to the Principal Estates Officer, council, staff and other stakeholders. To include attendance at meetings as necessary. • Implement and maintain an understanding of appropriate legislation, policy, procedure and guidelines affecting the public sector. • Plan and monitor own workload, inputting and influencing other functions to meet deadlines. • Working within budget guidelines, ensuring expenditure is properly authorised in line with the Procurement policy & Financial Regulations. • Carry out duties with discretion, integrity and main confidentiality • To carry out any other duties as directed by the Principal Estates Officer in furtherance of council objectives and policies The responsibilities outlined are not intended to totally encompass or define all tasks that may be required of the post-holder. The post-holder will be required to undertake duties commensurate to the grade of this position.
Essential Requirements – Knowledge, Qualifications, Skills, Abilities and Experience:	• Experience in a relevant maintenance or surveying field. • Knowledge and experience of property surveying methods. • Knowledge of statutory regulations relating to property matters. • Minimum of five years building/maintenance surveying experience. • Experience of appointing and directing contractors and consultants. • Experience of works procurement processes, contractor selection and management. • Good level of oral and written communication skills, including report preparation and presentation. • Able to negotiate on behalf of, and represent, the council positively and professionally. • Experience of IT applications to surveying and property management generally, including Microsoft, Google and GIS systems. • Able to work as part of a team and independently, within deadlines. Deliver commitments and take ownership of own caseload. • Empathy with the core values and aims of the council. • Ability to solve problems by adopting practical and innovative approaches.

	• Evidence of Continuous Professional Development • Commitment to diversity and equal opportunities.		
Desirable Qualifications, Skills and Abilities:	• Relevant professional surveying qualification. • Experience of working in a public sector, not for profit, or similar environment. • Experience of working with Elected Members. • Health and Safety qualification • Experience in Mechanical and Electrical installations		
General Accountabilities:	• The post holder is responsible for maintaining a safe work environment and ensuring as far as reasonably practicable that safe working practices are adopted by employees within this work environment. • Work in compliance with the Codes of Conduct, Regulations and policies of the council. • To actively support the Council to reduce its carbon emissions and deliver climate resilient services and places • To support the response to a major incident, including taking up a designated role within the emergency management framework. • To actively support the principles and practice of equality of opportunity as laid down in the council's diversity and equal opportunities policies.		
Special Conditions:	• You will be expected to work reasonable additional hours from time to time in line with the needs of the service. • There may be a requirement to work at other locations to meet the needs of the business. • Ability to attend external site meetings and evening and/or weekend meetings from time to time. • Full UK Driving Licence. • Ability to travel / access to a vehicle for work purposes.		
Date Reviewed:	01/06/2026	Reviewed By:	I Atkinson
Checked by HRBP	Clare Jones	Date of Issue:	Aug 2026