

Role Description and Employee Specification

Job Title:	Building Surveyor	Location:	Coleford
Department:	Finance & Resource	Service:	Property & Assets
Reports to:	Assets Manager	Working Hours:	37
Salary:	£37,334 - £42,257	Peer Group:	PGI - 3
Business World Post Number:	New Post	Job Group:	Level 2 Specialist
Contract Type:	Permanent	Direct Reports:	None

Overall purpose of the Post:	<p>Support and report to the Assets Manager as Building Surveyor and contribute towards the effective development and management of the council's overall property management function.</p> <p>Effective leadership and strategic & operational management of the council's building surveying function. Including, financial management & budgetary control, service delivery, performance management and contribution to staff development.</p> <p>To attend and present reports and advice to the Asset Manager, Executive team, Committees, Cabinet and Council in connection with all building surveying and property related matters.</p> <p>Making the best use of resources; property, time, people and finances. Achieving goals and maintaining and improving standards through an ability to think ahead, plan, prioritise and schedule activities and monitor and manage outcomes effectively.</p>
Key Tasks and Responsibilities:	<ul style="list-style-type: none"> • To act as the council's lead building surveying expert on a wide range of matters, including guidance and recommendations as necessary for the proactive management of the Council's land and property portfolios. • To provide a building surveying function for all council properties and landholdings, including operational and investment properties etc. • To inspect, carry out surveys, advise on pathology, defects and cost of remedy of a range of property types for ongoing management, transactions, acquisitions, disposals or change of use. • To carry out condition surveys of properties and use results to formulate a short, medium and long term planned Maintenance programme. In conjunction with Asset Manager, liaise with Finance Director on funding availability for the planned maintenance programme. • To undertake ad hoc inspections and surveys of properties and landholdings, owned, leased or under consideration of acquisition by the council, advising on strengths, defects, cost of remedy and timescales.

	<ul style="list-style-type: none"> • To have day to day responsibility for building structural and fabric elements of the portfolio, while reporting to the Asset Manager as required. • To prepare or manage the preparation of works specifications, drawings and other tender and contract documentation for a range of property or land related projects. • To procure property and land projects in line with council policies, standing orders, legislation and financial regulations, manage the works on-site through to completion ensuring sound quality, time and financial management. • To ensure projects comply with relevant H&S including CDM regulations. • To prepare schedules of dilapidations and wants of repair, or negotiate schedules of dilapidations with the council's tenants or landlords, as the case may be, representing the council and obtaining the best possible outcome in terms of works undertaken or monetary settlement achieved. • Undertake regular inspections of rental properties and issue repair notices on tenants to ensure tenants comply with the terms of their leases. • To undertake routine inspections of properties, boundaries and landholdings, including car parks and waterways, recording findings in the relevant databases and addressing defects and other issues as required. • To advise the Assets Manager and/or Valuer on works and costs associated with service charges on behalf of the council, from either the landlord or tenant position. • To contribute towards reports with recommendations on property appraisals for options on future use. • Make recommendations related to the area of specialism to ensure the effectiveness and efficiency of the Councils land and property portfolio • To tender, appoint and manage contractors, structural and M&E engineers, surveyors, and other consultants as necessary and to instruct the Council's or external Legal officers on transactions and other matters. • Develop and build relationships with stakeholders, influence others and collaborate with other functions and external bodies, ensuring communication and liaison with all necessary parties through to completion of projects or works. • Contribute towards developing & implementing suitable assets, estates and property strategies, including compliance with statutory and corporate requirements. • Support and advise the Asset Manager in the development and redevelopment of properties and landholdings and related projects. • Find solutions to non-routine and often complex situations • Contribute to the development and implementation of a performance management and VFM culture that meets or exceeds council and statutory obligations. • 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 Asset Manager in assessing complaints in accordance with the complaints policy. • Contribute towards the professional development of property service staff, to deliver a high-quality service. • Provision of accurate and timely surveying information, reports, support and guidance to the asset manager, executive team, cabinet, council, staff and other stakeholders. To include attendance at meetings as necessary for decision making on surveying matters including Cabinet and Council in line with all relevant legislation and policies.
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	<ul style="list-style-type: none"> • Implement and maintain an understanding of appropriate legislation, policy, procedure, business requirements and guidelines affecting the public sector, property sector and other areas required to carry out the duties • Plan and monitor own workload, inputting and influencing other functions to meet deadlines.
Essential Requirements – Knowledge, Qualifications, Skills, Abilities and Experience:	<ul style="list-style-type: none"> • Degree level education in a surveying or property field, or equivalent through relevant training and/or work experience. • Relevant professional surveying qualification e.g. RICS, CIOB or equivalent experience. • Thorough knowledge and experience of property surveying methods. • Evidence of Continuous Professional Development • Financial and business acumen, commercially aware. • Thorough knowledge of statutory regulations and best practice relevant to surveying and property matters. • Minimum of five years building surveying experience. • Experience of appointing and directing contractors and consultants. • Experience of procurement processes and contract selection and management, such as JCT suite. • 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. • High level of personal and professional integrity. Ensure all relevant customer and council information is captured and recorded accurately and deliver commitments and take ownership of own caseload • Ability to show judgement, tact discretion and initiative and flexibility. Ability to resolve complex issues and complaints by negotiation. • Ability to remain calm and confident when dealing with challenging customers and environments • Well-developed IT skills and experience of their application to surveying and property management generally, including Microsoft, Google and GIS systems. • Ensure all relevant customer and council information is captured and recorded accurately • Resource planning and management skills. • Able to work as part of a team and independently, under pressure and within tight deadlines. Deliver commitments and take ownership of own caseload, reshaping of plans to deliver required outcomes. • Ability to inspire and successfully motivate others towards shared objectives • Able to respond positively to and contribute towards ongoing change and change projects. • Empathy with the core values and aims of the council. • Ability to solve problems by adopting practical and innovative approaches. • High level of emotional intelligence with ability to motivate others. • Commitment to diversity and equal opportunities.
Desirable Requirements	<ul style="list-style-type: none"> • Track record of working in a public sector, not for profit, or similar environment. • Experience of working with Elected Members. • Health and Safety qualification

Qualifications, Skills and Abilities:	<ul style="list-style-type: none"> • Qualifications or experience in Mechanical and Electrical installations 		
General Accountabilities:	<ul style="list-style-type: none"> • To contribute towards asset/property strategy and reviews to support continuous improvement and performance management in areas of work. • To work within budget guidelines, ensuring expenditure is properly authorised in line with the Procurement policy, Financial Regulations and Standing Orders. • To actively support the principles and practice of equality of opportunity as laid down in the council's diversity and equal opportunities policies. • The post holder is responsible for maintaining a safe work environment for self and wider team. • Work in compliance with the Codes of Conduct, Regulations and policies of the council. • Maintain a broad awareness of issues affecting the public sector. • Carry out duties with discretion, integrity and maintain confidentiality. • To support the response to a major incident, including taking up a designated role within the emergency management framework. • To support the Chief Executive/Returning Officer in administering election responsibilities. 		
Special Conditions:	<ul style="list-style-type: none"> • The purpose of this job description is to indicate the general level of responsibilities of the post. The duties may vary from time to time without changing their character or level of responsibility. • To carry out any other duties as directed by the Asset Manager or Finance Director in furtherance of the council and individual objectives and policies. • To deputise for the Asset Manager in their absence as required. • 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:	27/2/2025	Reviewed By:	I Atkinson
Checked by HRBP	Clare Jones	Date of Issue:	March 2025