



<b>Job title</b>	Building Surveyor	<b>Job family and level</b>	Administrative, Professional and Managerial Level 4
<b>School/ Department</b>	Estates & Facilities, Facilities Services Team	<b>Location</b>	University Park Campus

## Purpose of role

To assist in the maintenance and enhancement of the university's properties, buildings and infrastructure services in order that the university's staff and students can work in a safe and appropriate environment.

	<b>Main responsibilities</b> (Primary accountabilities and responsibilities expected to fulfil the role)	<b>% time per year</b>
1	<p><b>Leadership and management</b></p> <ul style="list-style-type: none"> <li>▪ Manage and control contractors across all campuses to carry out agreed maintenance works as required across a wide range of building types and employ all trades as necessary.</li> <li>▪ Liaise and build good working relationships with the Estates Maintenance Services team, surveyors and engineers.</li> <li>▪ Distribute reactive maintenance operations to contractors.</li> <li>▪ Monitor the work of contractors to ensure quality and completion within the Estates service level agreements and the clients' requirements.</li> <li>▪ Ensure that all contract administration is accurate and kept up to date.</li> <li>▪ Contribute to the development of policy and procedures that impact the university.</li> <li>▪ Fully engage in the University Appraisal Development Conversations (ADC) and attend regular one-to-ones with line manager.</li> </ul>	40%
2	<p><b>Technical expertise</b></p> <ul style="list-style-type: none"> <li>▪ Identify building defects to university buildings and liaise with building occupants to ensure minimum inconvenience to facilitate repair works.</li> <li>▪ Provide specialist technical knowledge of building maintenance to departmental key contacts within delegated areas and build working relations to ensure that the university's facilities are fit for purpose.</li> <li>▪ Carry out inspections/surveys to assist in the preparation of a planned maintenance programme of works for use by senior management in forecasting anticipated expenditure.</li> <li>▪ Identify and make recommendations for improvements (e.g. policies and procedures) to contribute to the continuous operational improvement in Estates &amp; Facilities.</li> <li>▪ Present own work activities at internal and/or external meetings as required to ensure the Estates &amp; Facilities team are appropriately represented.</li> </ul>	25%

	<b>Main responsibilities</b> (Primary accountabilities and responsibilities expected to fulfil the role)	<b>% time per year</b>
	<ul style="list-style-type: none"> <li>▪ Explain any complex technical, legal or procedural issues to key customers and identify solutions to address these issues.</li> <li>▪ Monitor and maintain records and/or reports to meet both internal and external requirements (e.g. legislative or national)</li> </ul>	
3	<p><b>Project management</b></p> <ul style="list-style-type: none"> <li>▪ Liaise with and advise clients to produce a detailed brief, prepare cost plans, discuss budgets and identify time scales.</li> <li>▪ Prepare specifications, construction drawings, contract documents and tenders to meet the university procurement policies.</li> <li>▪ Liaise with external bodies for compliance with building regulations and all other statutory regulations.</li> <li>▪ Pre-contract administration and project manage through to completion. Handover the site to clients and certify payments to contractors in accordance with the appropriate forms of contract.</li> <li>▪ Develop and determine appropriate team or individual workflow and activity scheduling in order to meet targets and/or turnaround times.</li> <li>▪ Oversee resources and make recommendations about the allocation and use of resources within defined work area.</li> </ul>	20%
4	<p><b>Supplier and contractor management</b></p> <ul style="list-style-type: none"> <li>▪ As required, to work with the Framework &amp; Contracts Supplier Relationships Manager and colleagues in Procurement to manage framework agreements and term maintenance contracts.</li> <li>▪ Where required act as technical lead in procurement exercises.</li> </ul>	10%
5	<p><b>Budget management</b></p> <ul style="list-style-type: none"> <li>▪ Prepare feasibility reports and cost plans to specific projects to aid Estates senior management and departmental key contracts to maximise available funds.</li> <li>▪ To review expenditure across work areas to identify opportunities for greater efficiencies and cost savings, to improve best value and quality of service.</li> <li>▪ Undertake other duties that may arise or as may be delegated from time to time, appropriate to the grade of this post.</li> </ul>	5%

## Person specification

	<b>Essential</b>	<b>Desirable</b>
<b>Skills</b>	<ul style="list-style-type: none"> <li>▪ In depth technical knowledge of construction techniques and defects analysis of various types of buildings.</li> <li>▪ Excellent Project Management skills.</li> <li>▪ Supervision of contractors.</li> <li>▪ Excellent interpersonal, oral and written communication skills.</li> <li>▪ Strong analytic problem-solving skills.</li> <li>▪ Knowledge of construction and health and safety legislation.</li> <li>▪ Ability to work to tight deadlines.</li> <li>▪ Excellent attention to detail.</li> <li>▪ Seeks explanations and solutions.</li> </ul>	
<b>Knowledge and experience</b>	<ul style="list-style-type: none"> <li>▪ A proven detailed knowledge of services and utilities as applicable to a university environment.</li> <li>▪ Substantial years post qualification experience of mechanical services and associated plant.</li> <li>▪ Substantial experience in the operation and maintenance within a large multi-site organisation.</li> <li>▪ Proven experience of managing people, finance, and health and safety.</li> <li>▪ Previous experience working in a similar role.</li> <li>▪ Excellent IT skills including ability to utilise packages such as Microsoft Office to produce reports, spreadsheets, presentations, etc.</li> <li>▪ Thorough understanding of the work practices, processes and procedures relevant to the role.</li> <li>▪ Understanding of relevant health and safety legislation that relates to the role.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Building Services design experience</li> <li>▪ Previous contract management experience within Building Engineering Services maintenance.</li> <li>▪ Familiar with computerised Building Management Systems and CAFM.</li> </ul>
<b>Qualifications, certification and</b>	<ul style="list-style-type: none"> <li>▪ HNC/HND in Building Services Engineering or equivalent and</li> </ul>	<ul style="list-style-type: none"> <li>▪ Asbestos awareness</li> </ul>

	<b>Essential</b>	<b>Desirable</b>
<b>training (relevant to role)</b>	some relevant experience within a similar role or extensive relevant experience demonstrating practical and theoretical knowledge in specialised field of work.	<ul style="list-style-type: none"> <li>▪ IOSH Managing Safely or relevant health and safety qualification.</li> </ul>



The University strongly endorses Athena SWAN principles, with commitment from all levels of the organisation in furthering women's careers. It is our mission to ensure equal opportunity, best working practices and fair policies for all.

## Expectations and behaviours

The University has developed a clear set of core expectations and behaviours that our people should be demonstrating in their work, and as ambassadors of the University's strategy, vision and values. The following are essential to the role:

- Valuing people** Is always equitable and fair and works with integrity. Proactively looks for ways to develop the team and is comfortable providing clarity by explaining the rationale behind decisions.
- Taking ownership** Is highly self-aware, looking for ways to improve, both taking on board and offering constructive feedback. Inspires others to take accountability for their own areas.
- Forward thinking** Driven to question the status quo and explore new ideas, supporting the team to "lead the way" in terms of know-how and learning.
- Professional pride** Sets the bar high with quality systems and control measures in place. Demands high standards of others identifying and addressing any gaps to enhance the overall performance.
- Always inclusive** Ensures accessibility to the wider community, actively encouraging inclusion and seeking to involve others. Ensures others always consider the wider context when sharing information making full use of networks and connections.

## Key relationships with others

