



ADUR & WORTHING
COUNCILS

Job Description

Authority:	WBC/ADC
Service Block:	Place & Economy
Section:	Regenerative Development
Post Title:	Senior Building Surveyor(Projects)
Post Number:	10521
Accountable to:	Principal Building Surveyor
Management responsibility for:	Building Surveyors (Property Projects) Shared management responsibility for Tenant Liaison Officer (Housing) - post funded by Capital budget. Appointed consultants and contractors.
Authority to liaise with:	Members and Officers of the Council, Heads of Service, Council Leadership team, contractors, consultants and other statutory and public authorities, members of the public and external organisations
Meetings attended on a regular basis:	Section meetings, project / site meetings, client meetings, meetings with other council departments , Council meetings for appropriate agenda items, Adur Homes Management Board.
Work Style:	Flexible

Principal purpose of job (role summary)

To lead and manage a team of professional building surveyors within the Facilities and Technical Services responsible for the prioritisation and delivery of a range of building projects and improvement works from initial feasibility through to completion. Projects may range individually from £10k in value to multi million pound projects. A major part of the role will be the technical project management of these capital schemes including refurbishment and new build in accordance with the requirements of the capital investment programme and significant improvement works to our Housing properties .

The property portfolio includes theatres, leisure centres, multi-storey car parks, office

buildings, crematorium, and 2500 tenanted housing properties. Many of the buildings are listed or of special interest.

You will be required, as required, to undertake the role of Principal Designer and fulfilling the clients duties under the CDM Regulations 2015. Additionally manage the performance and quality of services provided by the in house Building Surveying (Property Projects) team and external consultants where appointed.

.Main duties, tasks and responsibilities of post holder

1. To lead and manage a team of Building Surveyors to deliver a high quality, professional building surveying and project management function to manage a portfolio of building projects, works and programmes on behalf of internal clients and stakeholders.
2. To manage the staff in the team to ensure projects and the programme of works is successfully completed within priority led targets, set programmes and financial expenditure constraints. To effectively manage and coordinate external consultants and contractors where necessary
3. To support Clients/Heads of Service with the preparation of the project brief, preparing feasibility and budget costs, assessing the need for and arranging for specialist advice and investigations, preparation of risk registers, full design drawings, specification and contract/tender documentation, employers requirements, inviting and evaluating received tenders, preparing and issuing orders or formal contracts for signature and administering/supervising the project post contract through to agreement of the final account.
4. Carry out structural, condition surveyors and property inspections, feasibility studies and reports, arrange drawings, schedules, specifications, produce technical reports, reports for Cabinet Members and Committees, assist in preparing estimates both annually for budgeting purposes and in detail for individual schemes, obtain tenders / quotations for building or associated works, manage projects from inception to completion
5. To financially manage allocated revenue and capital budgets and report exceptions.
6. Provide professional and technical input and advice to deal with Building Control dangerous structures and party wall agreements and negotiations
7. Supervise and monitor contractors and consultants to ensure maximum performance and best value
8. To have a working knowledge of the requirements of Section 20 of the Housing Act and where a project has qualifying works requiring consultation,

to liaise with the Leasehold Team and provide sufficient supporting information to ensure compliance under the Act.

9. Where required, liaise with residents who are undergoing works to their home, dealing with their needs and concerns in a sensitive and professional manner at all times. Explain technical plans and specifications to a non-technical audience.
10. Undertake the role of Principal Designer in accordance with the Construction (Design & Management) Regulations 2015, &/or liaise with the outsourced Principal Designer/Health & Safety Advisors as required whilst ensuring the 'Clients Duties' are fulfilled. Prepare and issue pre-construction information, risk assessments and associated Health & Safety documentation in accordance with the regulations.
11. To have a good knowledge and understanding of the requirements and responsibilities under The Control of Asbestos Regulations 2012 and the Council's Asbestos Policy and ensure these are strictly adhered to in relation to all aspects of project delivery and personal, staff, tenant and public safety
12. Ensure compliance with the Council's Contract Procedure Rules and Project Management Framework.
13. Incorporate sustainability and carbon reduction initiatives as an essential part of all projects. Provide advice relating to energy efficiency and renewable energy schemes on Council property to deliver the aspirations of the Councils Platform for Places/Strategic Plan.
14. Investigate structural and non-structural defects and carry out complex studies and investigations including diagnosis, reporting and liaison with the Councils Insurance Officer, Loss Adjusters, specialist suppliers such as Structural Engineers, and contractors
15. Undertake research in the procurement of contracts, oversee the tendering process, provide advice on the selection of tenderers, and produce tender reports
16. Maintain regular contact with project clients to ensure the best possible development of professional relationships to keep clients and Senior Managers satisfied with the service.
17. To work closely with the Senior Surveyor (Facilities & Maintenance) to deliver a joined up approach to the management of our assets and property in order to deliver the best level of service possible
18. Provide and maintain a high level of professional standards within the Property Team keeping up to date with technological developments and Continuing Professional Development (CPD) to allow effective advice to be given to clients and the Council

19. Ensure the update property information databases and CAD drawing records is carried out
20. To prepare contract documentation for tender purposes and to administer projects during the course of the works, managing schemes from inception through to completion
21. where necessary, be included in the out of hours call out arrangements on a rotational basis within the section.
22. Undertake all duties in accordance with Council policies, in particular those relating to customer care and equal opportunities
23. Undertake such other duties as may reasonably be allocated to the post holder, which may involve providing assistance in any section of the department as may be required from time to time
24. Undertake any duties regarding health, safety and welfare work, civil contingencies and business continuity which may reasonably be allocated to the post holder as a result of legislation, codes of practice or Council policies
25. Promote the service and Council positively at all times

The post holder will be required to undertake such other duties as may be required within the grade and competence of the post holder. Therefore, the list of duties in this job description should not be regarded as exclusive or exhaustive.

Duties will be set out in this job description but please note that the Council reserves the right to update the job description from time to time to reflect changes in, or to, the role. The post holder will be consulted about any proposed changes. Significant permanent changes in duties and responsibilities will require agreed revisions to be made to this job description.

Job Description agreed by:

Post holder (print name):	
Signature:	
Date:	
Line Manager (print name)	
Signature:	

Date:	
Director (print name):	
Signature:	
Date:	