

## Job Profile comprising Job Description and Person Specification

### Job Description

|  |   |
|--|---|
| <b>Job Title:</b> Graduate/ Apprentice – Project Building Surveyor<br>Fixed term with the potential of a permanent position. | <b>Grade:</b><br>SC6 – SO2              |
| <b>Section:</b><br>Design Service  | <b>Directorate:</b><br>HRD              |
| <b>Responsible to following manager:</b><br>Principal Building Surveyor  | <b>Responsible for following staff:</b> |
| <b>Post Number/s:</b>  | <b>Last review date:</b>                |

#### Working for the Richmond & Wandsworth Better Service Partnership

This role is employed under the Richmond & Wandsworth Better Service Partnership. The overall purpose of Richmond & Wandsworth is to provide the highest quality of service at the lowest attainable cost.

Staff are expected to deliver high quality and responsive services wherever they are based, as well as having the ability to adapt to sometimes differing processes and expectations.

Richmond & Wandsworth Better Service Partnership aims to be at the forefront of innovation in local government and the organisation will invest in the development of its staff and ensure the opportunities for progression that only a large organisation can provide.

#### Note

- This is a fixed term contract, the duration and the salary will be confirmed subject to the professional discipline and qualification.
- This position will only be available subject to additional pre-employment checks with Further Education providers to ensure that an appropriate place is available/offered.
- This post will be subject to annual review after each academic year and could be terminated.



### **Job Purpose**

- Working toward full Professional qualification MRICS
- Support in calculating and monitoring project costs and delivery timelines.
- Support in providing quality assurance for ongoing projects
- Support in collaborating with clients and other professionals.
- Support in writing regular reports, giving presentations and meeting with clients and management.

### **Specific Duties and Responsibilities**

1. Successfully undertake a training program in order to gain a MRICS qualification.
2. Post holders will demonstrate the ability to work with increased responsibility and in a more independent manner.
3. Expected to attend meetings, including writing and presenting reports.
4. Ability to work both independently and as an effective team member able to undertake a variety of work using own initiative, managing workload and adapting to changing priorities and deadlines.
5. The post holder would be expected to lead on projects and oversee work where appropriate.
6. Prepare draft CAD drawings, NBS / Specifications for feasibilities, Planning, Tender and construction.
7. Support in contract administration.

### **Linked Grade Progression criteria:**

**Note 1:** Linked Grade progression is not automatic and is dependent on the level of responsibility, complexity of the role, skills, experience and the need of the Service.

**Note 2:** To be considered for any progression you must be doing the following:

- Demonstrate a high level of client satisfaction, proactive, diligent, meeting deadlines and have a quick response time to queries.
- Meeting the relevant performance and income targets
- Demonstrate a high level of compliance with the service policies and procedures

### **Progression to SO1:**

- Successful progression at University/College
- Taking ownership of fee earning work with minimal support from other officers.

### **Progression to SO2:**

- Successful progression at University/College, entering the final stages of the qualification.
- Taking full ownership of fee earning work.



## **Generic Duties and Responsibilities**

- To contribute to the continuous improvement of the services of Richmond & Wandsworth Better Service Partnerships.
- To comply with relevant Codes of Practice, including the Code of Conduct and policies concerning data protection and health and safety.
- To adhere to security controls and requirements as mandated by Richmond and Wandsworth procedures and local risk assessments to maintain confidentiality, integrity, availability and legal compliance of information and systems
- To promote equality, diversity, and inclusion, maintaining an awareness of the equality and diversity protocol/policy and working to create and maintain a safe, supportive and welcoming environment where all people are treated with dignity and their identity and culture are valued and respected.
- To understand both Councils' duties and responsibilities for safeguarding children, young people and adults as they apply to the roles within the Councils.
- The profile is not intended to be an exhaustive list of the duties the post holder will carry out. Other reasonable duties commensurate with the level of the post, including supporting emergency and priority situations, will form part of the role.

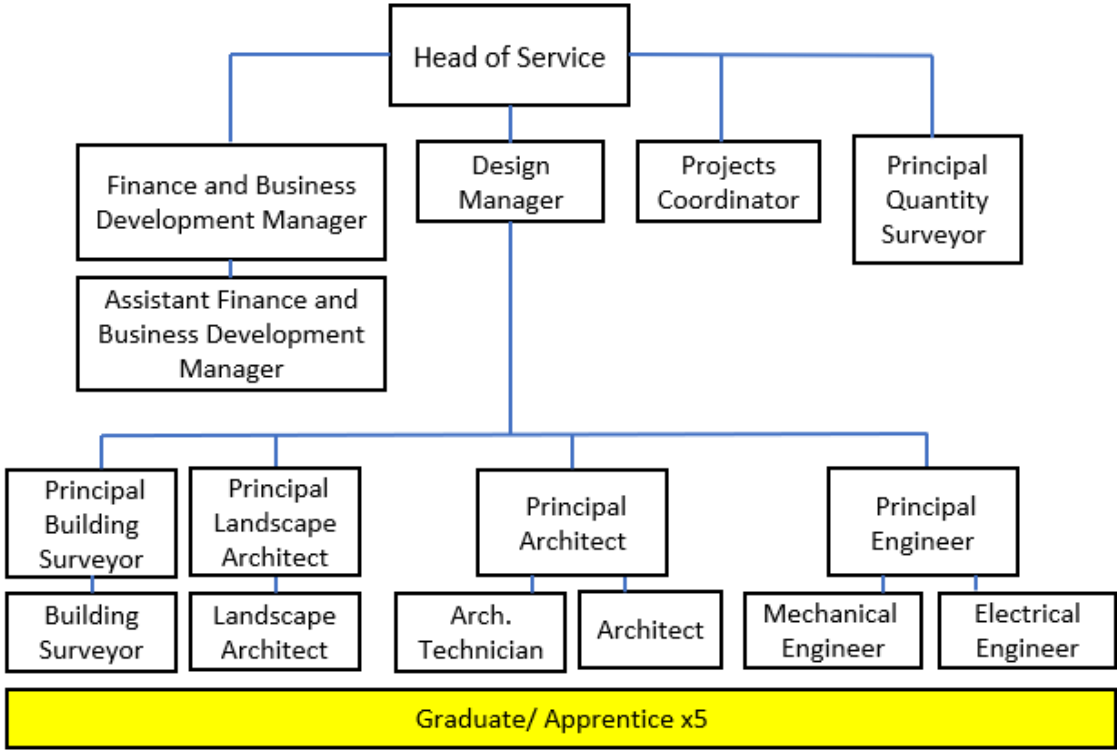
## **Client relationship management**

- Ensure client satisfaction at each stage of the project.
- Submitting project reports on a regular basis to the client and team.
- Keeping the client up to date at every step of the project, getting their approval for the next stage.
- Passionate, driven, motivated, proactive, kind and honest

## **Additional Information**

- Attendance at evening meetings required.
- The Service operates as a consultancy. Critical to its success is achieving high levels of customer care and customer satisfaction.
- The Service is in direct competition with the private sector and therefore needs to attract and retain creative, innovative, knowledgeable and experienced professional staff to be able to perform in a demanding environment.

**Team structure**



## Person Specification

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### Our Values

THINK BIGGER

EMBRACE DIFFERENCE

CONNECT BETTER

LEAD BY EXAMPLE

PUT PEOPLE FIRST

Our Values are embedded across Richmond & Wandsworth Better Service Partnership and throughout all roles and responsibilities at all levels of the organisation. Please [familiarise yourself with our values](#) as they are an integral part of our recruitment and selection process.

| Person Specification Requirements  |           |           | Assessed by<br>A/I/T/C<br>(see below for explanation) |
|--|-----------|-----------|---|
| Knowledge  | Essential | Desirable | Assessed  |
| Proven knowledge of project Building Surveying.                          | Y         |           | A / I   |
| Experience   | Essential | Desirable | Assessed  |
| Experience of conducting research and using evidence to draw conclusions |           | Y         | A / I   |
| Experience of working collaboratively to achieve an agreed outcome       |           | Y         | A / I   |
| Experience of using IT/CAD   | Y         |           | A   |
| Experience of working in the chosen discipline                           |           | Y         | A / I   |

| Skills  | Essential | Desirable | Assessed |
|---|-----------|-----------|----------|
| Ability to produce succinct and persuasive written reports  |           | <b>Y</b>  | A / I    |
| Ability to express yourself confidently and to present arguments clearly and succinctly both on paper and in person                   |           | <b>Y</b>  | A / I    |
| Ability to take decisions where appropriate to do so, referring them to others when necessary   |           | <b>Y</b>  | A / I    |
| Able to develop positive working relationships with clients   |           | <b>Y</b>  | A / I    |
| Ability to organise own workload, prioritise tasks to meet deadlines and respond flexibly to frequently changing needs and priorities |           | <b>Y</b>  | A / I    |
| Ability to think flexibly, innovatively and resourcefully to solve complex problems   |           | <b>Y</b>  | A / I    |
| A good understanding of own strengths and development needs together with a commitment to self-improvement                            |           | <b>Y</b>  | A / I    |
| Ability to use effective means of communication in order to resolve problems  |           | <b>Y</b>  | A / I    |
| Qualifications  | Essential | Desirable | Assessed |
| Relevant construction qualification   | <b>Y</b>  |           | A / C    |
| Other   | Essential | Desirable | Assessed |
| Demonstrate a clear and reasoned interest and commitment in areas of future studies.  | <b>Y</b>  |           | A/I      |

**A – Application form / CV**

**I – Interview**

**T – Test**

**C - Certificate**