

## Job Profile comprising Job Description and Person Specification

### Job Description

<b>Job Title:</b> Principal Building Surveyor	<b>Grade:</b> MG1
<b>Section:</b> Design Service	<b>Directorate:</b> HRD
<b>Responsible to following manager:</b> Design Manager	<b>Responsible for following staff:</b> Building Surveyor Graduate/Apprentice
<b>Post Number/s:</b> 1	<b>Last review date:</b> 11/08/2023

#### Working for the Richmond/Wandsworth Shared Staffing Arrangement

This role is employed under the Shared Staffing Arrangement between Richmond and Wandsworth Councils. The overall purpose of the Shared Staffing Arrangement 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.

The Shared Staffing Arrangement 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.

#### Job Purpose

- Fully RICS Qualified Professional.
- Providing Strategic Professional Advice.
- Designing, implementing project.
- Using software and equipment for computer-aided design and other professional complex technical software.
- Calculating and monitoring project costs and delivery timelines.
- Providing quality assurance for ongoing projects
- Collaborating with clients and other professionals.
- Writing regular reports, giving presentations and meeting with clients and management.

## Specific Duties and Responsibilities

- To be the recognised expert across both Councils in their area of work. Show technical leadership and provide technical expertise and advice both within the service and to Clients and Stakeholders.
- Provide expert knowledge in building forensics.
- Responsible for the team's resource management, adherence to programme and regular financial reporting.
- Manage a conflicting demand on workloads.
- Take the "brief" to identify clients' needs and put together feasibility reports and design proposals.
- Responsible for the team's compliance with council policies, quality of the design technical content, tender documentation compliance with QMS and correct project administration for all engineering projects.
- Report directly to the Client or when required coordinate directly with the Project Coordinator and Design Manager.
- Respond to regular urgent queries, carry out site inspections, investigate building defects and advise / implement appropriate action.
- Make site visits to check on project status and report on projects. Resolve any issues on site as necessary.
- Prepare reports in accordance with the RICS building surveying standards and best practice and give professional / technical building surveying advice.
- Compile project presentations, drawings, blueprints, specifications, and construction documents as well as proficiency with AutoCAD.
- Keep within budgets and timelines reporting regularly to Client / Project coordinator.
- Conduct research and compile reports.
- Attend Planning Application meetings, Community Engagement sessions and the like.
- Ensure all risk registers are produced and maintained.
- Ensure layouts are provided and that there are no clashes or other constructability impediments with other aspects of the Design.
- Ensure regular design reviews are talking part and recommendations are implemented.
- Review and approve tender materials and specification requirements documentation including equipment schedules, workmanship and Clients Requirements.
- Follow industry trends and advancements.
- Adjust designs and plans to meet the client's needs.
- Cooperate and liaise with construction professionals.
- Act as witness at any hearing or planning enquiry as necessary.
- Ensure that a Pre-tender Estimate has been prepared by the Quantity Surveyor based on the project documentation and check against the approved budget.

- Advise the Client/Project Coordinator if additional specialist consultancies are required to complete the required Services such as fire risk assessors, acoustic engineers, structural engineers etc.
- Promote and ensure adherence to Sustainability and Health and Safety policies.
- Motivate and mentor your reports as required.
- Undertake continual professional development.
- Carry out other duties and responsibilities, as required, and as requested by members of the management team.

### **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.

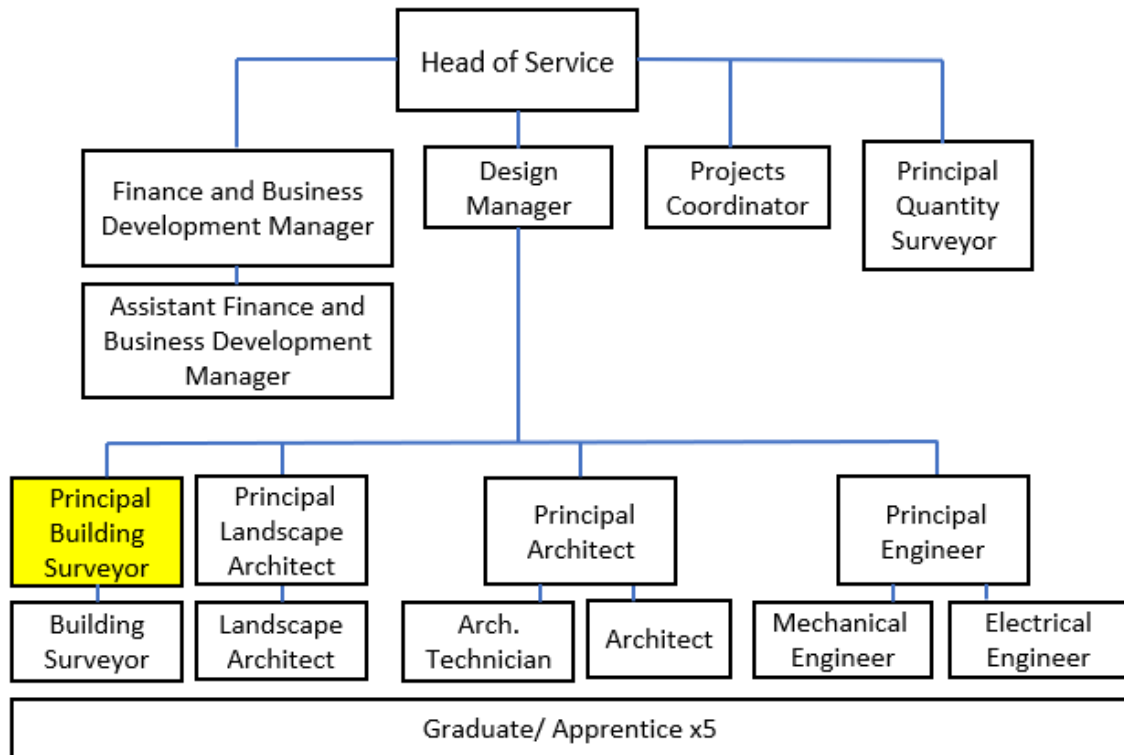
### **Generic Duties and Responsibilities**

- To contribute to the continuous improvement of the services of the Boroughs of Wandsworth and Richmond.
- 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 the SSA's policies, 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 role within the council.
- 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.

### **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 and Behaviours

The values and behaviours we seek from our staff draw on the high standards of the two boroughs, and we prize these qualities in particular:

**Being open.** This means we share our views openly, honestly and in a thoughtful way. We encourage new ideas and ways of doing things. We appreciate and listen to feedback from each other.

**Being supportive.** This means we drive the success of the organisation by making sure that our colleagues are successful. We encourage others and take account of the challenges they face. We help each other to do our jobs.

**Being positive.** Being positive and helpful means we keep our goals in mind and look for ways to achieve them. We listen constructively and help others see opportunities and the way forward. We have a 'can do' attitude and are continuously looking for ways to help each other improve.

Person Specification Requirements			Assessed by A/I/T/C (see below for explanation)
Knowledge	Essential	Desirable	Assessed
Excellent Commercial awareness	✓		
Expert knowledge of Local planning		✓	
Expert knowledge of building codes and Standards	✓		
Expert knowledge of JCT contracts		✓	
Resource management		✓	
Experience	Essential	Desirable	Assessed
Experience of utilising resource management software		✓	

Experience of flexible working; reacting to changing and urgent priorities in a working environment		✓	
Experience of developing drawings on Autocad	✓		
Experience of having to set and deliver defined standards and targets and report accordingly	✓		
Experience of negotiating effectively with individuals and organizations to achieve positive commercial outcome	✓		
Experience of leading on several complex projects at any one time		✓	
<b>Skills</b>	<b>Essential</b>	<b>Desirable</b>	<b>Assessed</b>
Excellent communication skills with the ability to communicate both verbally and in writing, with colleagues, staff within the organisation, clients, residents, agencies, Councillors, Committees, contractors, and consultants	✓		
Ability to manage a wide variety of schemes including large complex contracts		✓	
Forward thinking and interested in developing smart ways of working with teams to realise client and operational objectives	✓		
Excellent Computer skills	✓		
Strong organisational skills with the ability to multi-task and a positive and 'can do' approach.	✓		
Ability to develop others through training and mentoring	✓		
<b>Qualifications</b>	<b>Essential</b>	<b>Desirable</b>	<b>Assessed</b>
BS degree in Surveying. Member of the RICS		✓	

**A – Application form / CV**

**I – Interview**

**T – Test**

**C - Certificate**