

## Job description

Post title: Assistant Building Surveyor/ Architect

Service area: Housing

Grade: P01/P03

Reports to: Capital Works Manager

Your team: Capital Delivery Team

Number of supervisees: None

## Our ambition

We're determined to make Islington fairer. To create a place where everyone, whatever their background, has the opportunity to reach their potential and enjoy a good quality of life.

We also have an ambitious goal – to be the best council in the country – with every employee clear about the part they play and inspired, focused and supported to give their very best.

We want to build an organisation where employees feel valued, inspired and empowered to help us achieve our goals and provide the best services possible to our residents.

## Our values and behaviours

'Be Islington' is about setting a clear challenge about what it means to be an Islington employee and sets the standard for every new recruit.

We ask our employees to 'Be Islington' – playing their part in working together for a fairer borough and to always be collaborative, be ambitious, be resourceful, and be empowering ('CARE').

## Our commitment to challenging inequality

We are committed to tackling inequality, racism and injustice and creating a fairer borough for all. In order to do this, we need to set the example by being a fair employer and creating a workplace environment, which is free from discrimination, racism and inequality. Our approach needs to be proactive, consistently learning to create a fairer workplace and foster a culture, which empowers all staff to challenge inequality.

Fairness is at the heart of what we do. We want to celebrate and embrace our differences by:

- Ensuring our workforce is representative of the people we work on behalf of, our residents
- Creating equitable working environments and diverse teams
- Understanding our residents in order to design and deliver services that help tackle inequality and improve life chances for our residents
- Getting to know people and their differences
- Interpreting issues and concerns from a cultural perspective and address situations or problems from the points-of-view of multiple cultures
- Supporting people with long-term health conditions and/or disabilities

- Recognising the value of flexible working to support staff where possible

## Key responsibilities

The Assistant Building Surveyor/Architect will work on Capital and Cyclical maintenance projects on housing stock owned by Islington Council from inception to completion.

The scale and range of work being undertaken will depend on the available financial resources. The work will be delivered mainly on the basis of a 7 to 10 year cyclical programme and will include external decoration and repair to dwellings and other assets, concrete/brickwork repairs, window and roof repairs & renewals, security and landscaping works. Kitchen and bathroom renewals may be undertaken if resources allow, along with some mechanical and electrical works and fire safety works.

The Assistant Building Surveyor/ Architect will assist with the duties of a Client Representative or Lead Designer, in accordance with NHF Planned Maintenance V7.1 2016 and any subsequent amendments thereto and, as a member of a multi-disciplinary partnering team, participate in risk management and value engineering exercises.

The Assistant Building Surveyor/ Architect will assist with delivering projects on time, to budget and to the required quality. He/she shall work in accordance with Islington's objectives and values and be an effective ambassador for Islington Council in dealing with residents, contractors and external agencies.

The Assistant Building Surveyor/ Architect shall be committed to work to Islington Council's core principles and key aims and Business Plans.

The responsibility of the Assistant Building Surveyor/ Architect will be to work closely with one or more Project Managers to:

- Effectively project-manage a range of housing refurbishment projects, maintaining clear communications with members of the project team, managers and other staff, contractors and residents.
- Provide a surveying service.
- Maintain the highest possible standards of achievement, such that projects and programmes are delivered on time, to budget and to the required quality.
- Work in a corporate, co-operative and collaborative way with other Council officers.

### **Specific Responsibilities:-**

Provide all services in line with recognised professional standards, ie. ARB, RIBA and RICS, except insofar as the duties and responsibilities are modified by internal regulations and procedures.

Ensure that all the information required in relation to a project is provided in the form at and at the time required (including but not limited to) :-

- Tender Acceptance Reports for Senior Management
- Information required by Home Ownership Services for the purposes of leaseholder consultation and leasehold service charge calculation
- Regular (monthly) progress reports and project status forms
- Entry of data onto ISLINGTON COUNCIL's property database
- Provision of data in relation to works affecting energy efficiency
- Completion of timesheets

Ensure effective lines of communication exist between all members of the project team, colleagues and Senior Management; to this end provide up to date monitoring information as and when required, prepare project reports, attend meetings etc.

Ensure that projects are effectively co-ordinated with any other planned works taking place on the same block or estate.

Attend and where necessary, chair evening meetings with residents and demonstrate a high level of customer commitment.

Ensure appropriate development of project briefs and feasibility studies.

## Leadership

As a member of the council's management team, to contribute proactively to the collective leadership for the council, working collaboratively with Members, services across the council, partners and stakeholders to deliver the council's objectives and priorities.

To drive positive cultural change, embodying and promoting the values and behaviours of the council and empowering staff to reach their full potential. Ensure that the performance and development framework is effective for all staff.

To lead on and ensure the effective implementation of corporate initiatives and transformation programmes that cut across the whole or part of the council's activities.

## Resources and Financial management

Ensure effective Financial Management, cost controls and income maximisation in an ever changing environment, fluctuating demands and priorities. Ensure resources are well managed and effectively deployed to the best possible effects assuring value for money in all activities.

## Compliance

Ensure legal, regulatory and policy compliance under GDPR, Health and Safety and in area of your specialism identifying opportunities and risks and escalating where appropriate.

## Budget responsibilities

Be responsible for all aspects of Project Management for a number of projects and co-ordinate the work of other staff relating to those projects. Ensure that projects are delivered on time, to budget and to the required quality.

Ensure the highest standard of design, budget control and contract management on all projects, paying particular regard to health and safety, accessibility, energy efficiency, sustainability and maintenance in accordance with Islington Council's procedures.

Provide advice and guidance as appropriate concerning contract procurement, design and preparation of schemes, specifications, estimates, selection of materials and equipment, contract and project management matters.

Examine tenders, invoices, accounts and claims rendered by contractors and respond appropriately.

Monitor fees as required; take corrective measures as necessary and ensure that work is completed within their time and fee allocations. Ensure work is conducted in a cost effective and competitive manner.

Examine tenders, invoices, accounts and claims rendered by contractors and respond appropriately.

Maintain the highest possible standards of achievement, such that projects and programmes are delivered on time, to budget and to the required quality.

## Work style

The Assistant Building Surveyor/ Architect will be responsible for supporting the Project Managers and Group Leader in service development, statutory and professional accountabilities and service delivery of the Cyclical Improvement Programme (planned maintenance works).

They will assist with delivering projects on time, to budget and to the required quality. He/she shall work in accordance with Islington's objectives and values and be an effective ambassador for Islington Council in dealing with residents, contractors and external agencies.

The Assistant Building Surveyor/ Architect shall be committed to work to Islington Council's core principles and key aims and Business Plans.

Effectively project-manage a range of housing refurbishment projects, maintaining clear communications with members of the project team, managers and other staff, contractors and residents. Work in a corporate, co-operative and collaborative way with other colleagues across

Islington Council. Liaise and negotiate with Government department, consultants, statutory undertakings and other relevant organisations.

Ensure that projects are effectively co-ordinated with any other planned works taking place on the same block or estate.

Ensure appropriate development of project briefs and feasibility studies. Monitor progress of duties against project programmes and targets.

Ensure the highest standard of design, budget control and contract management on all projects, paying particular regard to health and safety, accessibility, energy efficiency, sustainability and maintenance in accordance with agreed procedures.

Provide advice and guidance as appropriate concerning contract procurement, design and preparation of schemes, specifications, estimates, selection of materials and equipment, contract and project management matters.

Ensure work is in accordance with required standards and current regulations. Ensure adherence to building and Contract Law and Islington Council's Procurement code.

Examine schemes for feasibility, viability and for adherence to relevant standards, policies and practices.

Ensure adequate liaison with other Divisions and Council Departments concerning, design, maintenance and user satisfaction feedback. Undertake investigation and practical research, if required, in relation to new techniques, products and services within the building industry.

Carry out duties and responsibilities in accordance with Islington Council's Health and Safety policies and relevant Health & Safety Legislation.

Use and assist others to use information technology systems to carry out duties in the most efficient and effective manner.

Attend and where necessary, chair evening meetings with residents and demonstrate a high level of customer commitment.

Undertake continuing professional development.

# Person specification

You should demonstrate on your application form how you meet the essential criteria. Please ensure that you address each of the criteria as this will be assessed to determine your suitability for the post.

## Essential criteria

### Qualifications

Essential criteria	Criteria description	Assessed by
1	Recognised construction – related qualification, to at least HNC or HND level	Application/Interview
2	Or  Several years' experience of surveying or maintenance, including a proven track record, of working on large and moderately complex projects within fee levels and cost guidelines.	Application/Interview

### Experience

Essential criteria	Criteria description	Assessed by
3	Must be able to demonstrate experience and knowledge of project management and building design, maintenance, repair and refurbishment in relation to public sector housing from inception to completion.	Application/Interview/Test
4	Ability to operate within agreed fee levels and time allocations and responsibility for ensuring that other individuals work within their time and fee allocations.	Application/Interview
5	Thorough knowledge/experience of building legislation, Building Regulations and knowledge/experience of building contracts.	Application/Interview/Test
6	Ability to write technical reports	Application/Interview/Test

## Skills

Essential criteria	Criteria description	Assessed by
7	Must be able to illustrate creativity in order to solve building design and maintenance-related technical problems.	Application/Interview
8	Ability to deliver projects to a programme within budgets and fees and to monitor and control costs at all stages.	Application/Interview
9	Ability to effectively manage multiple projects at any one time.	Application/Interview
10	Thorough knowledge of building construction. Ability to write specifications, obtain planning approvals and project manage the project staff.	Application/Interview
11	Ability to effectively communicate both verbally and in writing with, other members of staff within the office, Council Departments, Area Offices, working parties, external clients and agencies, Councillors and committees, tenants, contractors and consultants.	Application/Interview/Test

## Special requirements of the post

(Insert any special requirements of the post. Delete if this does not apply.)

Essential criteria	Criteria description	Assessed by
12	This role will require you to obtain an Enhanced/Standard satisfactory clearance from the Disclosure and Barring Service	Application
13	This post requires to deliver services in line with the Islington Council's Equality and Diversity Policy	Application/Interview
14	This post needs to meet the requirement of the Baseline Personal Security Standard	Application
15	This post is subject to the council's policy on pecuniary and personal interest	Application
16	This post is designated as politically restricted	Application
17	Other special requirement(s). Ability to attend evening meetings	Application/Interview

# Our accreditations

Our accreditations include: the Healthy Workplace award, Timewise, London Living Wage Employer, Disability Confident Committed, The Mayor's Good Work Standard, Stonewall Diversity Champion, and Time to Change.

