

Job description

Post title: Building Surveyor – Special Projects

Service area: Housing

Grade: P03

Reports to: Special Projects Team Manager

Your team: Capital Programme Delivery

Number of supervisees: none

Our ambition

We' are determined to make Islington fairer. To create a place where everyone, whatever their background, can 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 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. 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 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

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.

Work style

Flexible/Office-Based/Site Visits as required

Primary Job Function

Surveyors within Special Projects Team will have good all-round knowledge of buildings, materials, design, legislation and will not only be responsible for a range of technical duties developing and overseeing projects, but also to provide advice and training to colleagues. It is expected that post holders will undertake their own research to support and assist Project Managers working elsewhere within the Capital Programme or Responsive Repairs division.

To undertake surveys, prepare drawings, specifications, oversee work on site prepare party wall awards, statements of witness, respond to technical queries raised by tenants and leaseholders, assist with disputed leaseholder accounts and other technical duties.

Provide on-going technical support to colleagues, ranging from up to date knowledge of building products, assistance with building fault diagnosis, contract and lease interpretation.

Undertake design work.

Key responsibilities

- Carry out property surveys, site inspections and investigations, as found necessary so as to produce detailed specifications of works using the national schedule of rates, and in-house composite clauses. Prepare estimates, feasibility studies, plans, sketches and drawings as may be necessary.
- Undertake CAD drawings as and when required and work with architectural colleagues assisting with design work.

- Undertake continual product research to maintain extensive knowledge of existing and new building products on the market and thus be able provide high quality technical advice/knowledge to colleagues as and when required.
- Assist the Special Projects Team Leader, Technical Services Manager and Head of Capital Programme in the development of policies and procedures.
- Work independently and manage a variable caseload.
- Undertake indicative Housing Health and Safety Rating System (HHSRS) surveys, as required.
- Be highly proficient in the correct diagnosis of building failures and to this end be competent in the use of devices, aids and instruments for the purpose of making assessments and diagnoses. Provide in house training (1:1 and small groups) to colleagues in the correct use of this equipment and diagnosis.
- Possess a good working knowledge of the relevant building contracts and related documentation. Take responsibility for ensuring that the existing contracts are correctly administered, and that the contractor complies with appropriate regulations and contract conditions.
- Possess a good understanding of the rules of procurement and to that end ensure contracts are properly tendered and tender returns correctly adjudicated. Ensure that proper approvals for expenditure are obtained before ordering any works, all to be in accordance with Islington Council's procurement rules.
- Have a thorough working knowledge of relevant legislation, codes of practice, legal documentation, and court procedures, including statutory approvals and party wall awards. Provide advice to colleagues on legal interpretation.
- Possess a good working knowledge and experience of First Tier Tribunals (FTT). Assist colleagues in Islington Council's Legal and Homeownership teams in preparing documentation for FTTs, write statements of witness and give evidence when required. Provide responses to technical queries raised by leaseholders following cyclical improvement works.
- Act as a Party Wall Surveyor as and when required.
- Provide prompt, courteous, and helpful responses when dealing with queries from, or initiating contact with colleagues, service users, their representatives, outside agencies and residents of the Borough and elected members. Attend evening meetings with residents where necessary.
- Prepare accurate and workable programmes for individual projects, to ensure agreed deadlines are met. Undertake effective monitoring and project management to ensure programmes are adhered to.

- Monitor and oversee works on site including start dates, works in progress, standards of workmanship, materials etc. Monitor and report any variances to agreed standards and recommend corrective action. Agree variation orders and initiate overspend reports as necessary, certify interim and final accounts.
- Undertake cash flow analysis on projects, work with project Quantity Surveyor, where one is appointed.
- Maintain proper and accurate file records. Reply to incoming correspondence, e-mails, and phone calls to comply with standards set by Islington Council.
- Use communication equipment and computer equipment for the purpose of input/extraction/update of budgets/records/statistics/calculation design or other technical information.
- Carry out all duties and responsibilities in accordance with the Council's Health and Safety policy and relevant Health and Safety legislation.
- At all times carrying out responsibilities and duties within the framework of the Council's Dignity for all Policy, (equal opportunities).
- Undertake continued professional development.
- Recruitment to this post is subject to satisfactory disclosure through the Criminal Records Bureau.

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	<p>HND/C Building with demonstrable post qualification experience or BSc Building and at least 2 years post qualification experience.</p> <p><u>Or</u></p> <p>Several years' building surveying experience.</p> <p>Current membership of a relevant professional body is desirable. Candidates without this would be expected to work towards achieving such membership within the first two years of appointment.</p>	Application

Skills

Essential criteria	Criteria description	Assessed by
2	Ability to carry out surveys and diagnose defects in all types of properties managed by Islington Council.	Application/Interview/Test
3	Ability to write and prepare specifications for a full range of building projects.	Application/Interview/Test
4	Ability to prepare work programmes, estimates, value work in progress and issue variations.	Application/Interview/Test
5	Ability to prepare and certify interim and final payments to contractors.	Application/Interview/Test
6	Ability to administer contracts and supervise works in progress.	Application/Interview/Test
7	Ability to communicate effectively by telephone, in writing and verbally including report writing.	Application/Interview/Test
8	Ability to use computer equipment for the purpose of communication, input and extraction of data, and Computer Aided Design.	

Essential criteria	Criteria description	Assessed by
9	Ability to research and understand technical documentation, codes of practice and legislation to assist in report writing and resolving problems of a building nature.	
10	Ability to apply Building Industry Codes of Practice, Measured Term, traditional and partnering Forms of Contract, Construction, (Design and Management) Regulations and all statutory requirements applicable to the industry.	
11	Ability to climb ladders without assistance.	
12	Ability to attend evening meetings and work outside normal hours.	

Special requirements of the post

Essential criteria	Criteria description	Assessed by
13	This role will require you to obtain an Enhanced/Standard satisfactory clearance from the Disclosure and Barring Service	Application

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.

