

Job description

Post title: Senior Building Surveyor and Senior Architect

Service area: Housing Property Services

Grade: P05

Reports to: Capital Works Manager

Your team: Capital Programme Delivery

Number of supervisees: up to 2

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

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

- The Building Surveyor and Senior Project Manager will cover the larger and more complex projects, provide advice and some mentoring to more junior / less experienced colleagues.
- The Building Surveyor and Senior Project Manager will be responsible for supporting the Group Leader in service development, statutory and professional accountabilities, and service delivery of the Cyclical Improvement Programme, deputising for the Group Leader when required to do so.
- He/she will be responsible for co-ordinating and leading a Project team of professional and technical staff delivering Islington Council's programmes of capital and cyclical works. The works will be undertaken by a contractor appointed under a bespoke NHF contract. However, works may occasionally be procured by means of traditional competitive tendering using JCT forms of contract.
- The scale and range of work being undertaken will depend on the available financial resources. The work will be delivered based on a rolling 7-year cyclical programme and will include external decoration and repairs to the main fabric of buildings, window and roof renewals, security and landscaping works, decoration to internal communal areas, replacement of kitchens and bathrooms, including domestic mechanical and electrical work.
- The Building Surveyor/ Senior Architect will be responsible for delivering projects on time, to budget and to the required quality. He/she shall work in accordance with Islington Council's objectives and values and be an effective ambassador for Islington Council when dealing with residents, contractors, and external agencies.

- The Building Surveyor/ Senior Architect shall be committed to work to Islington's core principles, key aims and Business Plan.

Key responsibilities

The responsibility of the Building Surveyor and Senior Project Manager will be 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 and planning supervisory service.
 - Maintain the highest possible standards of achievement, such that projects and programmes are delivered on time, to budget and to the required quality.
 - Deputise for the Group Leader if required.
 - Work in a corporate, co-operative, and collaborative way with other colleagues across Islington Council.
1. 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.
 2. Carry out duties of a Client Representative or Lead Designer, in accordance with existing contracts and any subsequent amendments thereto and, as a member of a multi-disciplinary partnering team, participate in risk management and value engineering exercises.
 3. Provide all services in line with recognised professional standards, ie. ARB, RIBA and RICS, except as far as the duties and responsibilities are modified by Islington Council's internal regulations and procedures.
 4. Ensure that all the information required by Islington Council in relation to a project is provided in the form 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's property database
 - Provision of data in relation to works affecting energy efficiency
 - Completion of timesheets
5. 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
 6. Ensure that projects are effectively co-ordinated with any other planned works taking place on the same block or estate.
 7. Attend and where necessary, chair evening meetings with residents and demonstrate a high level of customer commitment.
 8. Ensure appropriate development of project briefs and feasibility studies. Provide advice for the Group Leader regarding changes needed to project briefs, where appropriate
 9. 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.
 10. 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.
 11. Monitor progress of duties against project programmes and targets.
 12. Ensure work is in accordance with required standards and current regulations
 13. Examine schemes for feasibility, viability and for adherence to Islington Council's standards, policies, and practices.
 14. Liaise and negotiate with Government department, consultants, statutory undertakings, and other relevant organisations.
 15. Examine tenders, invoices, accounts, and claims rendered by contractors and respond appropriately.
 16. Ensure adequate liaison with other Council Departments concerning design, maintenance, and user satisfaction feedback.

17. Undertake investigation and practical research, if required, in relation to new techniques, products and services within the building industry.
18. 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.
19. Participate in the processes for evaluating tenders for the appointment of contractors and sub-contractors, in accordance with Islington's procurement policies
20. Assist in preparing ongoing programmes of resources and fee income.
21. Assist with the recruitment, training and development, welfare, and safety of staff.
22. Ensure adherence to building and Contract Law.
23. To ensure that services are provided in accordance with Islington Council's commitment to "Best Value" and high quality service provision to service users.
24. Use and assist others to use information technology systems to carry out duties in the most efficient and effective manner.
25. At all times carrying out duties and responsibilities within the framework of the Council's Dignity for all Policy (Equal Opportunities Policy).
26. Carry out duties and responsibilities in accordance with the Council's Health and Safety policy and relevant Health and Safety legislation.
27. Undertake continuing professional development.
28. Carry out any other minor and/or non-recurring duties, appropriate to the post as may be directed.
29. 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	Recognised construction – related qualification to at least Higher National Certificate or Higher National Diploma level with a demonstrable track record as a project manager on large and moderately complex projects.	Application/Interview
2	Ideally a professional construction related qualification such as MRICS, MCIQB or RIBA	Application/Interview

Skills

Essential criteria	Criteria description	Assessed by
3	Must be able to demonstrate experience and knowledge of building construction and design, maintenance, repair and refurbishment in relation to public sector housing and / or other public buildings from inception to completion.	Application/Interview
4	Ability to effectively manage and lead on several projects at any one time	Application/Interview
5	Ability to effectively communicate both verbally and in writing with other colleagues, technical and non-technical working parties, external clients and agencies, Councillors and committees, tenants, leaseholders, contractors, and consultants.	Application/Interview
6	Ability to draft technical reports.	Application/Interview/Test
7	Must be able to illustrate creativity to solve building design and maintenance-related technical problems.	Application/Interview/Test
8	Ability to prepare project programmes, plan and deliver projects according to the programme within budgets and fees and to monitor and control costs at all stages.	Application/Interview/Test
9	Ability to effectively manage a substantial number of projects and project teams at any one time.	Application/Interview
10	Ability to assist in developing, planning, and implementing policy for the Capital Programme Section as part of an integrated range of services	Application/Interview/Test

Essential criteria	Criteria description	Assessed by
	to be delivered to those who live, work, and do business within Islington.	
11	Ability to assist with staff recruitment, training, development, welfare, and safety of staff within the Service.	Application/Interview
12	Ability to co-ordinate the work of project staff with each other to ensure efficient and well-run projects.	Application/Interview
13	Ability to brief, direct, and monitor consultants.	Application/Interview
14	Thorough knowledge of building construction. Ability to write specifications, obtain planning approvals and project manage the project staff.	Application/Interview/Test
15	Thorough knowledge of building legislation and the Building Regulations	Application/Interview/Test
16	Knowledge of building contracts.	Application/Interview
17	Ability to attend and chair evening meetings.	Application/Interview
18	Ability to climb ladders and scaffolding	Application/Interview
19	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
20	Ability to demonstrate accountability and a positive attitude to your responsibilities as an employee of Islington Council.	Application/Interview/
21	Ability to deliver services in line with the Islington Council's Equality and Diversity Policy.	Application/Interview

Special requirements of the post

Essential criteria	Criteria description	Assessed by
22	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.

