

Senior Building Surveyor

Job Level	Level 5	Job Reference No:	9658
		Role review date:	Mar 2024
Directorate	Internal Services	Function	Property
Service	UK Operations and Retail	Reports to:	Head of FM and Construction

Scale and scope of role

Direct reports	3	Indirect reports	N/A
Budget responsibility/ accountability	Supplier approval up to £20,000	Accountable for other resources	Management of construction projects with a value up to £1m

Context

We help anyone, anywhere in the UK and around the world to get the support they need if crisis strikes: connecting human kindness with human crisis.

We enable vulnerable people in the UK and abroad to prepare for and withstand emergencies in their own communities. And when the crisis is over. We help them to recover and move on with their lives.

We are part of the Red Cross and Red Crescent global humanitarian network.

Our Values and Principles

Our values (compassionate, courageous, inclusive and dynamic) underpin everything that we do. As a member of the Red Cross and Red Crescent Movement, the British Red Cross is committed to, and bound by, its **fundamental principles**: humanity, impartiality, neutrality, independence, voluntary service, unity and universality.

Diversity

At the British Red Cross, we are looking for the right people to help us provide support to millions of people affected by crisis. We want our team to reflect the diversity of the communities we serve, offering equal opportunities to everyone regardless of age, disability, gender reassignment, marriage and civil partnerships, pregnancy and maternity, race, religion or belief, sex, or sexual orientation.

Diversity is something we celebrate, and we want you to be able to bring your authentic self to the British Red Cross. We want you to feel that you are in an inclusive environment, and a great position to help us spread the power of kindness.

Purpose of the role

The Senior Building Surveyor is responsible for the maintenance and development of the built environment and fabric of the estate across their geographic region. Working closely with the wider Property team and their customer stakeholders they will lead a team that delivers projects to repair, improve, fit out and develop the portfolio in line with the operational requirements of the British Red Cross.

Key responsibilities

Project Delivery

- To develop sound relationships with the leadership and management teams of UK Operations, Social Enterprises and Retail to assist in the development of their property strategies and the effective delivery of their tactical and strategic fit out programmes.
- To understand stakeholders' business requirements and operational needs in order to find the optimum property construction solutions and to feed into business cases and financial appraisals as required.
- To ensure that the construction, refurbishment and maintenance projects across the portfolio are delivered in accordance with the agreed specification, on time and in the most cost efficient way achievable. To create and maintain a robust and transparent procurement process, financial approvals and cost control/management of consultants and contractors and that all relevant legislation is addressed and contractual obligations are complied with.
- To collaborate with the Facilities Management team to ensure that repairs to the estate are effectively delivered and the Society's portfolio has appropriate measures and processes in place to comply with all statutory and health and safety regulations

Team Management

- To lead and develop the building surveyors ensuring that they are supported and assisted as necessary and to manage the workload across the team to ensure the most efficient delivery of projects and reactive repairs.
- To maintain cost control on the overall budgets for which the team are responsible and for individual project budgets; reporting to the Property Department Management & Finance teams on a periodic basis.
- In collaboration with the Health & Safety and Property Projects teams, to create and deliver effective solutions for the management of cross-portfolio risks such as Asbestos, Fire Safety and general building maintenance.

Leadership Behaviours

- Authentic, consistent and honest leader.
- Actively listens and allows others to be heard.
- Adaptable to changing needs, pressures and opportunities
- Empowers others based on their skills and expertise.
- Dynamic, inclusive, compassionate and courageous.

Team Leader

- All team members understand their responsibilities and objectives.
- All resources involving staff are managed in accordance with BRC policies and procedures.
- All staff are kept informed of all relevant organisational plans and updates on development.
- Team ideas and comments are communicated and forwarded appropriately.

Team Member

- Actively participates in all team meetings.
- Supports other team members
- Works and behaves in accordance with all BRC policies, procedures and in line with our Values in Action.
- Upholds the fundamental principles of the Red Cross and acts with integrity, in accordance with the Society's values (inclusive, compassionate, courageous and dynamics)

The duties and responsibilities described are not a comprehensive list and additional tasks may be assigned from time to time that are in line with the level of the role.

Pre-engagement checks

Criminal Records

Type of criminal record checks required for this role

England and Wales – Disclosure and Barring Service (DBS)
<ul style="list-style-type: none">• None
Scotland
<ul style="list-style-type: none">• None
Northern Ireland
<ul style="list-style-type: none">• None

Drivers Check - Required – Yes

Person Specification

Requirements		Evidence obtained through Shortlisting (S), Interview (I), Assessment (A)		
Knowledge and Skills		S	I	A
Essential <ul style="list-style-type: none"> Construction or Surveying qualification e.g. MCIOB, MRICS or qualified by experience. IT literate. Property Database implementation and management. Current legislation relating to the built environment. Energy efficiency management. Full driving license is essential. The ability to negotiate with other professionals. 		S	I	
Desirable <ul style="list-style-type: none"> Experience of multi-site fit out programmes 		S	I	
Experience		S	I	A
Essential <ul style="list-style-type: none"> Significant experience in working in a similar role with at least five years hands-on experience. Leading, developing and coordinating a team. Planning and managing projects and activities and implementing agreed strategies. Producing property and finance reports. Producing reports from planned preventative maintenance systems. Implementing cost management. Promoting and maintaining client & stakeholder relationships. 		S	I	
Desirable <ul style="list-style-type: none"> Experience within a multi-site, client side property portfolio 		S	I	

Additional requirements			
Essential <ul style="list-style-type: none"> - Ensures inclusive practice, challenges discrimination and promotes diversity in line with our Equality, Diversity and Inclusion (EDI) policy. - Desirable <ul style="list-style-type: none"> - Experience integrating EDI requirements into projects 		I	
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Values in Action			
Dynamic - We move forward as one team. <ul style="list-style-type: none"> - Every day, we're adapting, innovating and learning. - When the unexpected happens, we are calm, quick and efficient. - We respond smartly, using clear processes and systems. Compassionate - We stand for kindness. <ul style="list-style-type: none"> - People come first, no matter who or where they are. - We have genuine, open-minded conversations. - Together, we're a united force for good. Inclusive - We are open to all. <ul style="list-style-type: none"> - We treat each other with dignity and respect. - Every person's uniqueness is valued, supported and celebrated. - Our individual backgrounds and experiences make our organisation stronger. Courageous - We are bold. <ul style="list-style-type: none"> - We show our strength by doing the right thing. - We aren't scared to test our creative ideas. - As humanitarians, we go the extra mile to help people in crisis 			

We guarantee an interview to disabled candidates (as defined in the 2010 Equality Act), who meet the minimum shortlisting criteria in the advertised person specification and apply under the disability confident scheme.