

## Building Surveyor

<b>Job Level</b>	Level 4	<b>Job Reference No:</b>	
		<b>Role review date:</b>	
<b>Directorate</b>	Internal Services	<b>Function</b>	Property
<b>Service</b>	UK Operations and Retail	<b>Reports to:</b>	Senior Building Surveyor

### Scale and scope of role

<b>Direct reports</b>	None	<b>Indirect reports</b>	None
<b>Budget responsibility/ accountability</b>	Supplier approval up to £10,000	<b>Accountable for other resources</b>	Management of construction projects with a value up to £250,000

### 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 post holder's primary responsibility will be the delivery of a maintenance programme for the British Red Cross property estate within a specific geographical area. The post holder will work in collaboration with clients and stakeholders from across the organisation as well as the wider Property Department team to deliver a planned maintenance programme for the estate as well as project managing maintenance and repair projects identified by the programme or as a result of reactive call outs by the national FM suppliers.

## Key responsibilities

### Project Management

- To undertake condition surveys in order to build a knowledge of the wants of repair across the portfolio and to create and develop a planned maintenance programme for the estate.
- To ensure that all building works are properly scoped, procured and managed in compliance with statutory legislation, industry best practice and organisational policy.
- To deliver the agreed maintenance & capital projects to timetable and budget, liaising with all stakeholders to reduce disruption and to provide them with technical advice as necessary on all works undertaken.
- To ensure close cost control on all projects and to provide financial reports ahead of and during contract delivery to allow accurate financial appraisal, budgeting, and forecasting.
- To fulfil the role of contract manager and CDM Coordinator wherever appropriate.

### Stakeholder Management

- To assist Building Surveying colleagues with refurbishment and/or fit out projects where appropriate to even out work load imbalances in order to ensure efficient delivery of building surveying work across the estate.
- To generally assist with all activities of the Property Department and to undertake any other duties/special projects as required by the Senior Building Surveyor.
- To act as a subject matter expert to stakeholders and clients with UK Operations, Social Enterprises and Retail, providing technical support and advice where necessary, thereby developing an ongoing relationship with the estate within the primary geographical area of operation.

### 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)
• None
Scotland
• None
Northern Ireland
- None

Drivers Check - Required – Yes

## Person Specification

Requirements	Evidence obtained through Shortlisting (S), Interview (I), Assessment (A)		
Knowledge and Skills	S	I	A
<b>Essential</b> <ul style="list-style-type: none"> <li>-IT literate</li> <li>- Building defect diagnosis</li> <li>- Basic knowledge of Mechanical and Electrical systems</li> <li>- Asbestos management</li> <li>- Accessibility assessment</li> <li>- Fire Risk Assessments</li> <li>- The ability to negotiate with other professionals</li> <li>- Equality Act 2010</li> <li>- Good communications and report writing skills</li> <li>- Highly organised and able to deal with heavy workload</li> <li>- Meticulous attention to detail</li> <li>- Surveying qualification e.g. MCIOB, MRICS or qualified by experience</li> </ul> <b>Desirable</b> <ul style="list-style-type: none"> <li>- Working for an occupier of a multi-site portfolio</li> </ul>	S S S  S S  S S S S	I I I I I I I I I I	
Experience	S	I	A
<b>Essential</b> <ul style="list-style-type: none"> <li>- Production of property inspections and reports</li> <li>- Production and implementation of Planned Preventative maintenance systems</li> <li>- Producing tender documents, arranging tenders and acting as Contract Administrator</li> <li>- Managing contractors and consultants</li> <li>- Acting as CDM Coordinator</li> <li>- Project &amp; cost management</li> <li>- Quality control</li> </ul> <b>Desirable</b> <ul style="list-style-type: none"> <li>- Experience of working within a similar multi-site, client side portfolio</li> </ul>	S S  S  S S S S	I I  I  I I I I	
Additional requirements			
<b>Essential</b> <ul style="list-style-type: none"> <li>- Ensures inclusive practice, challenges discrimination and promotes diversity in line with our <b>Equality, Diversity and Inclusion (EDI) policy</b>.</li> </ul> <b>Desirable</b> <ul style="list-style-type: none"> <li>- Experience integrating EDI requirements into projects</li> </ul>		I  I	

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

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.