

Building Surveyor

Job Level	4	Job reference No.	7334
		Role review	October 2020
Directorate	Finance, Planning and Resources	Service/Function	Property
Reports to	Senior Building Surveyor		

Scale and scope of role

Direct reports	None	Indirect reports	None
Budgetary responsibility / accountability	Supplier Approval limit up to £10,000	Accountability for other resources	Management of construction projects with a value of up to £250,000
Reach and impact	British Red Cross has adopted a fully centralised property operating model to plan and develop the portfolio at a national, corporate level and be accountable for all property-related budgets to drive significant revenue efficiencies from the property portfolio to release additional resources to help people in crisis. The post is permanent to cover Building Surveying activity within South /South East England		

Context

We help anyone, anywhere in the UK and around the world, 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 global Red Cross and Red Crescent humanitarian network.

Our values and principles

Our values (compassionate, courageous, inclusive and dynamic) underpin everything 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.

Purpose of the role

The post holder will work closely with the UK Operations & Retail Managers and building users within a specific geographical area. The post holder will be supported by and work closely with the wider Property Department and the support team at the Red Cross' Shared Service Centre.

The post holder will work closely with the internal client and property professionals to ensure consistent support across all property related activity. The organisation is supported by a Shared Service Centre. The Shared Service Centre provides business support services to enable the Property Department to focus on added value work.

It is their aim to drive efficiency, compliance, flexibility and future scalability through provision of effective corporate support services, applications, data management, purchasing and not only providing the services but working as a strategic business partner to the Property Department and other colleagues. The post holder will be required to develop good working relationships with key staff at the Shared Service Centre.

Main responsibilities

- > To ensure that all building works are properly scoped, procured and managed in compliance with statutory legislation and good practice.
- > To agree the strategy for property repair and provide adequate information relating to the fabric of the property for the iterative strategic review of the property portfolio.
- > To establish a cyclical maintenance programme over a minimum of a 5 year period in line with the agreed strategy and identify and estimate the cost of repairs needed to maintain the asset, minimising liabilities.
- > To manage and deliver the agreed maintenance & capital program, liaising with local building managers to reduce disruption and to provide them with advice as necessary on any repairs.
- > To ensure all consultants and contractors are rigorously assessed for competence and adherence to health and safety legislation prior to appointment on any building projects.
- > To assist the user on property related Health and Safety matters to proactively manage risks and to ensure that issues are expeditiously addressed to prevent further exposure.
- > To provide regular financial reports for the client to ensure they are fully aware of the costs associated with building works on their properties.
- > To fulfil the role of contract manager and CDM Coordinator wherever appropriate.
- > To liaise with adjoining owners, local authorities and other parties/professionals as necessary regarding building works.
- > To support the local property managers in their risk assessments of the buildings they manage by providing them with various necessary elements of the assessments relating to the maintenance of the fabric of the buildings.

- > To represent the organisation's interest in the acquisition of new and disposal of existing properties including building performance assessment, life cycle costing, dilapidation exposure etc.
- > To assist Building Surveying colleagues to even out work load imbalances.
- > To work with the Strategic Portfolio Manager and Regional Estates Manager in assisting the clients on the formulation of their property strategy and to effect the delivery of what is agreed.
- > 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.
- > Uphold the Fundamental Principles of the Red Cross and Red Crescent Movement and work within the organisation's equal opportunities policy

Team Member

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

Pre- engagement checks

Criminal Records

Type of criminal record checks required for this role

England and Wales - Disclosure and Barring Service Check (DBS)
> None
Scotland
> None
Northern Ireland
> None

Drivers Checks

> Required Yes

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 in the UK. 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 partnership, 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 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

Person Specification

		Requirement	Evidenced obtained through Shortlisting (S) Interview (I) or Assessment (A)		
Knowledge and Skills	Essential	<ul style="list-style-type: none"> > IT literate > Building defect diagnosis > Basic knowledge of Mechanical and Electrical systems > Asbestos management > Accessibility assessment > Fire Risk Assessments > The ability to negotiate with other professionals > Equality Act 2010 > Good communications and report writing skills > Highly organised and able to deal with heavy workload > Meticulous attention to detail Innovative and creative thinking > Surveying qualification e.g. MCIOB, MRICS or qualified by experience 			
	Desirable				
Experience	Essential	<ul style="list-style-type: none"> > Production of property inspections and reports > Production and implementation of Planned Preventative maintenance systems > Producing tender documents, arranging tenders and acting as Contract Administrator > Managing contractors and consultants > Acting as CDM Coordinator > Project management > Quality control > Cost management 			
	Desirable				

Behaviours	<ul style="list-style-type: none">> A positive attitude.> A practical approach to problem solving.> A commitment to self-development.> A professional approach.> Ability to work under pressure, cope with a high workload and to meet deadlines.> Ability to manage and contribute to the success of the team.> Reliable, self-motivated and the ability to work without supervision.> Good organisational ability to plan and prioritise work.> Ability to forge and sustain a complex network of relationships both internally and externally. <p>Flexible and ability to work within a rapidly changing environment</p>				
Additional requirements	Essential	<ul style="list-style-type: none">> The Property Department has a national remit with regionally based team members throughout the UK and there may be a need to travel to any location and work outside normal hours on occasion> Uphold the Fundamental Principles and act with integrity, in accordance with the Society's obligations and values (inclusive, compassionate, courageous, and dynamic) <p>Ensure anti-discriminatory practice and promote diversity</p>			
	Desirable				

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.