

**JOB DESCRIPTION**  
**Project Building Surveyor**  
**Vacancy Ref: A1737**

<b>Job Title:</b>	Project Building Surveyor	<b>Present Grade:</b> 7P
<b>Department/College:</b>	Facilities – Estates Development	
<b>Directly responsible to:</b>	Development Manager	
<b>Supervisory responsibility for:</b>	N/A	
<b>Other contacts</b>		
<b>Internal:</b> Facilities and professional services colleagues. Estates development and operations teams		
<b>External:</b> Regulatory Bodies and Architects, Consultants appointed as required		
Estates Development is responsible for the strategic development and delivery of major capital projects on behalf of the University including delivery of projects identified within the Estate Strategy, development and construction of new buildings, refurbishment of existing buildings and project management of major infrastructure replacement.		
<b><u>The Role</u></b>		
The purpose of this role is to support Facilities – Estates Development in ensuring statutory building and engineering projects are consistently delivered to a high quality meeting User requirements and maintaining compliance with University design and best practice standards.		
Responsible for the delivery of Estate Development small works projects and supporting the Estates Development team in the monitoring of construction and commissioning of newly built and refurbished projects across the university estate. Assessing functionality, buildability, maintainability of installations and confirming work specifications are met by proactive liaison with university staff, designers, contractors and external statutory bodies. Working with colleagues in the Estates Operations team to ensure that all works comply with University procedures and guidance and projects are successfully handed over to the Operations team.		
Working closely and collaboratively with other members of the facilities Division and colleagues across the wider University, you will also supervise the delivery of small works projects and actively participate in post project review and liaison with statutory bodies.		
<b>Main Duties and Responsibilities:</b>		
<b><u>Health and Safety and Compliance</u></b>		
<ul style="list-style-type: none"><li>• Ensure all building fabric construction designs meet current technical standards and Building Regulatory requirements and are carried out in accordance with the Construction (Design and Management) Regulations 2015 and maintain/ co-ordinate related records.</li><li>• Review pre-construction information, construction phase plans, risk assessments and method statements and health and safety files.</li><li>• Coordinate health and safety with the Contractor, Project Manager, User and university Estates Safety and Compliance Team, arranging site visits, safety induction and inspections as required.</li><li>• Engagement and cooperation with external regulatory bodies such as Local Authority Building Control Officers, Fire Officers, Insurance and Health and Safety Executive Inspectors.</li><li>• Enforce the university Contractor Health and Safety - Code of Practice and issue associated punitive action where needed.</li><li>• Issue permits to work and access authorisation to contractors for pre-determined high risk and hazardous work activity and locations.</li><li>• Interface with Estate Development and Operations colleagues and Users in relation to planned system isolations and shutdowns during projects.</li></ul>		

### **Planning, Organization, Leadership and Decision Making**

- Project management and delivery of small adaptation, alteration and refurbishment projects.
- Prioritize and programme own workload to flexibly deliver work to project and customer requirements.
- Produce building construction / fabric specifications and complete and administer invitations to tender in relation to maintenance repair, refurbishment projects.
- Scrutinize designs and proposals from architects, designers and engineers, and compatibility with Operational Estates Team and User requirements.
- Ensure Designers are advised on the practical aspects of building construction installations to ensure that operational practicalities and lessons learned are appropriately considered.
- Prepare estimates, obtain and assess quotations, monitor works and undertake required contract management.
- Research, interpret and manipulate complex data using a variety of systems and suitably tailor its communication to a variety of construction and non- construction professionals.
- Utilize project management and associated software as necessary in the management and organization of specific schedules of work.
- Provision of 'End of Stage' reports and monitoring of contractor performance via regular site updates on progress, delays, drawings & instructions received.
- Adopt a 'clerk of works' role in relation to the inspection and assessment of works particularly for the Estates Development team (as internal 'client') including works compliance with agreed specifications, contractual requirements and documentation. Maintain proper and adequate files and records at all times.
- The undertaking of building fabric construction site quality assessments / audits to ensure the 'as fitted' quality meets specified and best practice requirements.
- Undertake defect period inspections ensuring all Client / User concerns are addressed and the compilation of a single Defects Schedule for each project and the management of their completion to a satisfactory conclusion.
- Check the content and relevance of project Operation and Maintenance Manuals meet university requirements.
- Ensure the all project commissioning and handover documentation comply with the University procedures (FMAP 42) and asset management register is updated as part of the project handover and close out stage.
- Key input into Post Occupancy or Handover Evaluations and 'lessons learned' workshops.
- Fully support and contribute to the requirement of the Government Soft Landing principals.
- Carry out regular periodic condition surveys to ensure accurate records are kept and building fabric 'Executive Summaries of Condition' are up to date to assist in the planning and prioritization of a rolling programme of building long term maintenance investment.

### **Performance and Customer Service**

- Provide professional building fabric project services to internal clients and stakeholders and place the customer at the heart of service delivery to improve our customer's project delivery experience.
- Develop and maintain close working relationships with all colleagues across Facilities Directorate, Professional Services, Customers and University generally.
- Support the Facilities Division Customer Service Excellence Programme.
- Attendance at project meetings and issue representations on behalf of the Project Manager, users and the university.
- Pro-actively identify and give Senior Management early notice of any on (construction) site issues, delays or lack of quality or workmanship which will have a tangible negative impact on end user/customer perception or satisfaction.
- Assist and support the Assistant Directors of Estates (Development) and (Operations), and Development Managers, to improve processes and ways of working to maximise efficiencies.
- Interface with customers, partners and project stakeholders, providing information, advice and guidance in a professional and approachable manner at all times.
- Respond to changes in workload and changing or competing priorities by carrying out the role in a flexible manner.
- Provide day to day contact and liaison between contractors and other university staff.
- Provide a responsive service as required in respect of unplanned or emergency situations requiring building surveyor advice which may impact on critical operations or service delivery.
- Ensure continuing professional development by taking active steps to identify training and vocational opportunities and participate in the professional development review process.

**Financial**

- Robust understanding of project budgets, procurement and financial processes in accordance with current regulations.
- Maintain careful budgetary control for all projects and provide regular financial reports as required.
- Assessment of monthly contractor completed works and ensure proper and timely processing of payments to contractors, consultants and other suppliers.
- Undertake the procurement and management of external consultants and service providers in accordance with the University's financial regulations, being responsible for ensuring that delivered performance, conditions of appointment and best value requirements are met.

**General Duties**

- Adhere to the university's policies, rules and procedures including health and safety, equal opportunities, all other legislative responsibilities, governance, financial and procedural rules.
- To support the university carbon, sustainability and environmental strategic plans in order to reduce its waste, energy consumption and carbon footprint.
- Agree to undertake such other reasonable and relevant duties commensurate with the grade as may be assigned by your direct line manager.

**The duties outlined above are not intended to be exhaustive and may change as the needs of the department alter in line with current agendas. This job description will be subject to periodic review and amendment in accordance with the needs of the division.**