

JOB DESCRIPTION
Principal Building Surveyor
Vacancy Ref: A1735

Job Title:	Principal Building Surveyor	Present Grade:	8P
Department/College:	Facilities		
Directly responsible to:	Head of Engineering and Maintenance		
Supervisory responsibility for:	Building Surveyor		
Other Contacts			
<p>Internal: Facilities and Professional Services colleagues. Estates development and operations teams, academics, university committees and other groups, university senior management, Health Safety and Compliance managers</p> <p>External: Regulatory Bodies, architects, contractors and consultants as required</p>			
<p>Facilities Estates Operations is responsible for the strategic and operational management of engineering infrastructure and built environment assets of the university, ensuring these are safe, compliant and well maintained in support of life cycle replacement and investment across the Estate.</p>			
<u>The Role</u>			
<p>Reporting to the Head of Engineering and Maintenance, the Principal Building Surveyor will take a lead role in ensuring statutory provision of a safe and compliant built estate that delivers high performing strategic and operational services. He/she will collaborate and support the wider Facilities leadership team in the development and delivery of the Facilities vision and strategy. The post-holder will have a comprehensive and current understanding of building construction, condition based life-cycle maintenance and project management.</p>			
<p>The post holder will act as the University's appointed Principal Designer for all construction projects up to a value of £1M and play a crucial role in delivering the university Maintenance Investment Programme. He/she will lead the formal appointment process and in cooperation with the Safety and Compliance Manager ensure that all projects comply with the statutory requirements of the CDM Regulations 2015.</p>			
<p>The role will support the 'soft landings' process and delivery of BIM into life-cycle management.</p>			
<p>The post-holder will act as the Responsible Person for Campus Accessibility ensuring a proactive approach to compliance with the Equality Act, Building Regulations and best practice requirements.</p>			
Main Duties and Responsibilities:			
<u>Health and Safety</u>			
<ul style="list-style-type: none"> • Provide 'Principal Designer' professional services to internal clients as defined under the Construction (Design and Management) Regulation 2015 working closely with Operations Safety and Compliance Team and university Health and Safety Officers. • Undertake an annual review of built estate accessibility arrangements and prioritise improvement and remediation works as required. • Review pre-construction information, construction phase plans, risk assessments and method statements and health and safety files. • Coordinate health and safety with the Contractor, Project Manager, User and university Estates 			

Safety and Compliance Team, ensuring that safety inductions and inspections are undertaken as required.

- Engagement and cooperation with external regulatory bodies such as Local Authority Building Control Officers, Fire Officers, Insurance and Health and safety Executive Inspectors.
- Enforce the university Contractor Health and Safety - Code of Practice and issue associated punitive action where needed.

Planning, Organisation, Leadership and Decision Making

- Accountability for ensuring high standards of building fabric maintenance are delivered as part of a prioritised, risk ranked five-year strategic life cycle Maintenance Investment Programme (MIP) in support of the University Estate Strategy and capital programme.
- Accountability for the annual reporting of building fabric condition and the adoption of associated risk based prioritised investment in support of the Estate Strategy and Capital Programme. To maintain a condition survey database and implement / manage a programme of baseline condition surveys via external service providers.
- Support the delivery of the University's Sustainability Strategy, and Carbon Management Plan.
- Development of designs, specifications, preparation of contract and tender documents, procurement and project management of building surveying projects.
- Ensure designers are advised on the practical aspects of building construction installations to ensure that operational practicalities and previous lessons learned are appropriately considered.
- Leading input into project post occupancy or handover evaluation workshops.
- Survey, investigate, and prepare reports and feasibility studies together with supporting documents and drawings.
- Prepare estimates, obtain and assess quotations, monitor works and undertake required contract management.
- Maintain proper and adequate files and records at all times taking accountability for all project commissioning and handover documentation to university procedures (FMAP 42) and identification, remediation and closure of all project related defects (snagging).
- Ensure the content and relevance of project Operation and Maintenance Manuals meet university requirements and sign off for handover.
- Prioritise and programme own workload and that of your direct reports to flexibly deliver work to project and customer requirements.
- Provide a monthly activity report to the Head of Engineering and Maintenance, Assistant Director of Estates (Development) and Assistant Director of Estates (Operations), notifying the University of any errors or discrepancies, delays, budget issues, negligence or non-compliance issues associated with project.
- Understand complex building and construction data and suitably tailor its communication to a range of construction and non-construction professionals.
- Accountable for the programme management / monitoring across an annual cycle investment projects.
- Keep up to date with all current design methods and standards as applicable to the role.
- As a member of the "Soft Landings aftercare team" assist with scheduling of all required technical training, building familiarisation, user group meetings, trouble shooting, defects/snagging reporting, post occupancy evaluations and reviews.

Performance and Customer Service

- Provide 'Building Surveying' professional services to internal clients and stakeholders and place the customer at the heart of service delivery to improve their project delivery experience.
- Develop and maintain close working relationships with all colleagues across the Facilities

Directorate, Professional Services, Customers and University generally, and with external organisations as appropriate.

- Support the Facilities Division Customer Service Excellence Programme.
- To set challenging performance standards and manage suitable 'dashboard' and other reporting mechanisms to meet service critical success factors and associated objectives and ensure the highest possible standards of performance are monitored.
- Attend and chair meetings where necessary and liaise with key departmental stakeholders and customers, contractors, consultants, design/project team, university officers and external organisations as required.
- Assist the Head of Engineering and Maintenance and other Estates colleagues to improve processes and lean ways of working to maximise efficiencies.
- Respond to changes in workload and changing priorities by carrying out the role in a flexible manner being responsive to unplanned or emergency situations requiring building surveying advice which may impact on critical operations or service delivery.
- Ensure continuing professional development by taking active steps to identify training and vocational opportunities personally and as part of annual team professional development reviews.

Financial

- Accountable budgetary control for all building surveying projects providing regular financial reports as required.
- Ensure proper and timely processing of payments to contractors, consultants and other suppliers.
- Identify and develop collaborative working opportunities which will ensure future services are delivered in the most cost effective way and at best value.
- Lead the procurement and management of external consultants, contractors and other service providers in accordance with the University's financial regulations.

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.
- Support the university carbon, sustainability and environmental strategic plans in order to reduce its waste, energy consumption and carbon footprint.
- To participate within the Estates Emergency call out procedure.
- Undertake other duties that may arise or as may be delegated from time to time, appropriate to the grade of this post.

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.