



Job Description



Job Title:	Building Surveyor
Department/Team:	Finance
Location:	Headquarters
Line Manager's Title:	Head of Property

1. Overall Job Purpose

To manage a portfolio of Society properties with a value in the region of £100m, to ensure that they are fully operational and use-able at all times, to meet key stakeholders requirements.

To maintain these assets to maximise the Society's financial investment and assist the delivery of departmental service to support the Society's strategic objectives.

To define each properties maintenance and building requirements and to supervise, instruct and manage outside surveyors, architects and contractors.

To administer contracts, maintaining progress and delivering quality control.

To provide a professional support link between customers and clients throughout the duration of all projects.

To project manage and administer capital construction contracts and refurbishments.

2. Structure

See Establishment Structure Charts

3. Key Tasks/Job Description

- Act as Project Manager for new capital projects and refurbishment of Society properties for the procurement of durable buildings of an appropriate standard and at an economic cost. Instruct specialist professional consultants when required.
- Provide expert advice on technical, professional, contractual and financial matters in order to successfully implement the scheme on time, on budget and to an agreed standard.
- Set Society standards for, and regularly review in conjunction with the Branch and Animal Welfare Department, design and construction specifications for new animal/clinic accommodation to maximise utility and minimise potential

failures.

- Ensure that the property database is up to date and meets the RSPCA's requirements.
- Establish and maintain an effective system for regularly reviewing fire insurance valuations for Society Properties to ensure adequate levels of cover are maintained to protect the Society's asset values.
- Undertake specific building projects by compiling in conjunction with Client Department a project brief, preparing drawings and specifications, gaining Statutory Approvals, running competitive tenders and, subject to senior approval, placing orders/contracts with contractors and supervising works to successful completion.
- Check and advise on leases and building contracts including condition surveys and schedules of dilapidations on Headquarters and Branch establishments, shops, offices and miscellaneous buildings. Take appropriate action as necessary in accordance with legislation.
- Give planning and technical advice where appropriate or needed when purchasing, disposing, maintaining or making alterations to Society property.
- Jobholder implements approved allocated projects within statutory requirements and client brief and is required to see the project through to completion. Contributes to strategic development of Society's property assets.

While at work all staff are required to:

- Adhere to the Society's charitable objectives which are to promote kindness and prevent cruelty to animals.
- Understand and comply with the Society Code of Conduct.
- Take care of their own health and safety and that of others who may be affected by their acts and omissions.
- Co-operate with Society policies and procedures.

In addition to your normal duties, you may occasionally be required to undertake such other reasonable duties as necessary to meet the needs of the Society.

4. Person Specification

Please see person specification attached (appendix A)

This job description is a statement of the job content required as of April 2018. It should not be seen as precluding future changes.

PERSON SPECIFICATION**Building Surveyor**

	ESSENTIAL	DESIRABLE
PROFESSIONAL AND/OR TECHNICAL QUALIFICATIONS	Degree in Building Surveying or equivalent. Chartered Building Surveyor (MRICS or FRICS).	
EXPERIENCE	Post qualification experience in construction project management and buildings maintenance.	
SKILLS AND COMPETENCIES	Health and Safety and Building Regulation knowledge. CAD Literate. Ability to analyse technical plans and data, review invoices against agreed payment schedule and performance of contract, negotiating resolution of any disputes with suppliers. Experience of working within tight budgets. Strong project management skills. Strong administrative and organisational skills.	
PERSONAL QUALITIES	The ability to multi-task. A flexible approach to work. A professional and approachable manner to a wide variety of internal and external contacts.	
SPECIAL CIRCUMSTANCES (if any)	N/A.	

