



## **JOB DESCRIPTION**

**Job Title:** Graduate / Junior Building Surveyor

**Reports to:** Head of Surveying/Senior Building Surveyor

**Job Purpose:** To contribute in the delivery of all building surveying services on the existing Residential Managed portfolio across the Group and to grow the services and profitability for the business.

### **Job Proposed:**

We are looking to recruit a graduate building surveyor to join our expanding surveying team to work within the in-house surveying function. The role includes the delivery of major remedial work projects along with regular maintenance projects and professional building surveying services within a designated region of the UK.

Our clients are primarily Residential Property Managers specialising in the management of all types of purpose-built residential developments across the UK.

### **Job role:**

- Assisting Senior Surveyors on Project Management of major projects up to £500k value.
- Undertaking the role of PM or CA on maintenance and refurbishment projects typically £50k to £150k value.
- Preparation of Long-Term Maintenance Plans for sinking fund provisions.
- Preparation of building insurance reinstatement cost assessments.
- Condition surveys and defect diagnosis.
- Licence for Alterations.
- Attending client meetings when necessary.
- Provide technical advice to clients.
- Generating fee income as part of the wider team.
- Ensure client reports are prepared to the correct specifications and issued to clients in accordance with agreed timescales.
- To build and maintain strong relationships with all internal departments.
- Liaison with other associated professionals.

## **Key Skills – Person Spec**

To be successful in applying for this position we are looking for the following:

### **Experience**

- BSc in Building Surveying or equivalent.
- A background in social housing would be preferred and experience of stock condition surveys/PPM surveys.
- Would consider RICS APC candidates with very strong and proven experience.
- Specification, tender preparation and contract administration on repair and maintenance projects using JCT MW 2016.

- Experience of preparing planned maintenance schedules .
- Carrying out building defect diagnosis.
- Preparation of insurance reinstatement cost assessments .
- Understanding of health and safety and implications of the CDM Regulations .
- Awareness of the latest developments and a good understanding of best practice in Surveying, including procurement, contract management methods and fire safety legislation.
- Previous residential experience would be an advantage .
- Ability to travel on a national basis although role will be home based covering a region of the UK.
- A full clean driving license and be willing to travel. There may be occasions when an overnight stay is necessary.
- Fully conversant with current RICS codes and guidance.

### **Personal Qualities**

- The ability to work autonomously and maintain performance with minimal supervision is essential.
- High levels of literacy and written communication skills.
- Very good attention to detail .
- Excellent verbal and written communication skills.
- Ability to plan and organise workloads to meet strict service delivery time frames.
- Confident and self-aware with the ability to communicate professionally .
- Able to build and maintain long-term professional relationships both internally and externally.
- Team player but with the ability to work on your own initiative.
- Commercially aware .
- IT literate - experience of Microsoft software.
- Basic CAD experience or similar drawing package.
- Strong interpersonal and presentation skills .
- Good analytical and problem-solving skills .
- Willingness to develop career in a fast-growing team .