

## JOB ROLE PROFILE AND PERSON SPECIFICATION

Post Title and Number: Junior Building Surveyor

Present Grade: SO1

Dept: Construction Management and Facilities Maintenance (CMFM)

Service/Section/Team: Place

Reports to (title): Lifecycle Manager

### Purpose of the Role:

Undertake a variety of Junior Building Surveyor tasks and projects across the Construction Management and Facilities Maintenance Department (CMFM) supporting the day-to-day delivery of the Council's Corporate Condition Programme (CCP) maintaining the operational estate. Undertaking activities which include the production of building condition surveys, feasibility studies, specialist surveys such as RAAC & Accessibility Audits, measured surveys and providing information to support the delivery of minor works projects for the lifecycle management programme. To be a key user of the Council's Asset Management System (AMS) for CMFM, ensuring that modules within the AMS are updated with condition reports. To provide support to the team on accessing information from the AMS, contributing to the effective asset management of the Council's built assets.

The post holder will be interfacing and working with other departments relevant to the built environment within Council including front line services, for example with the Property Information Team, Strategic Property Services (SPS) Education, Parks or Planning teams. All Junior Building Surveyor responsibilities will be carried out under the supervision of qualified surveyors and will assist in optimising the Council's operational and commercial estate to meet the Strategic Asset Management Plan (SAMP) and corporate objectives.

### Dimensions including Structure Chart:

1. Annual budgetary amounts with which the role is either directly or indirectly concerned:

The post holder will have no direct budgetary responsibility but may have indirect involvement in income and expenditure budgets and will help achieve successful delivery of minor works projects within budget.

Assist the Senior Surveyors/Surveyors/Project Managers to support delivery of the Corporate Condition Programme

2. Structure Chart:

See page 10

3. Number of direct reports:

No direct reports

4. Nature of reporting relationship between post holder and line manager:

Reports directly to the Lifecycle Programme Manager. Day to day supervision will be by the LCPgM including overseeing the appropriateness of the tasks and workload.

5. Any other relevant statistics:

The Council's non-housing property portfolio has a capital asset value c.£1.2billion. The Operational estate makes up over £900m of this

**Key Accountabilities:**

Insert the most important and frequent accountabilities first.

(You are not restricted to eight accountabilities)

| <b>Accountabilities</b>  | <b>Anticipated level of time</b><br>H = High<br>M = Medium<br>L = low |
|--|---|
| 1. Assist with all relevant surveying activities across the CMFM department, participating in projects and assisting with all appropriate operational activities ensuring they are carried out efficiently and effectively and meet the objectives of the Strategic Asset Management Plan (SAMP) and the Council's values and objectives.  | H   |
| 2. Provide support to Building Surveyors/Lifecycle Project Managers in management of the Measured Term Contract for Building Works (Reactive Maintenance and Minor Improvements), including maintaining / collating data for production of KPIs as required for the Council's and team's performance management regimes (including via the Asset Management System where appropriate).   | H   |
| 3. To assist with Building Surveyor/Lifecycle Project Manager led projects, for a wide range of refurbishment or maintenance projects, including feasibility studies, small, medium and large complex projects, as directed, maintaining a high professional standard throughout the project work stages, including schedules of work, specifications, tender documentation. Ensuring provision of all required documentation and certification including supervising any consultants and/or project teams | H   |
| 4. Carry out all responsibilities according to industry recognised best practice following Royal Institution of Chartered Surveyors (RICS) and Chartered Institute of Public Finance and Accountancy (CIPFA) guidelines and recommendations.   | M   |
| 5. Support the implementation of minor works projects so that they meet client department expectations, meeting time, cost and quality criteria, resulting in buildings that are efficient, fit for purpose, low maintenance, complying with all relevant legislation, best practice, Codes of Practice, Building Regulations, H&S requirements including industry developments, and the sustainability agenda.  | H   |
| 6. Input into, and help maintain the Asset Management System, work with the Property Information Team to ensure the asset condition  | M   |

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|--|---|
| module and Asset Management System is up to date. Assist with providing reports from the asset systems as required.  |   |
| 7. Provide support to deliver programmes of works and management of minor works projects including Asbestos Abatement works, Urgent Health & Safety works, Fire Audit works, Public Safety, Staff Safety and Equalities under the Corporate Condition Programme  | M |
| 8. Contribute to service development within the team; the application of performance management principles in pursuit of the development of an excellent service; meeting and exceeding customer expectation, ensuring projects meet cost, quality and time requirements..   | L |
| 9. Help prepare and deliver technical reports and presentations to internal and external stakeholders, committees or meetings ensuring accuracy and professionalism.   | M |
| 10. Positively contribute to cultural change, supporting the Council's vision, culture and values by demonstrating the Council's Corporate Behaviours including: working collaboratively to find solutions, being flexible and constructive, taking responsibility, being open, honest and respectful and actively listening and learning. | H |
| 11. Participate in relevant qualifications including full degree status/RICS professional training required to complete the APC and to work towards full RICS membership. Maintain relevant professional memberships.  | L |
| 12. Attend, as required relevant internal and external meetings and CPD training, networking effectively and demonstrating effective two-way communication with staff, customers, partners and residents.  | M |
| 13. Any other duties reasonably requested by management.   | L |
| 14. Carry out all accountabilities in compliance with the Council's Policies and Procedures.   | L |
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### **Key Relationships (Internal and External):**

#### Internal:

(Management supervision will be provided when communicating with senior staff and Members)

Heads of Service, key managers and staff within all departments.

Strategic Property Services (SPS).

Education

Legal and Finance Departments.

Members, Ward Councillors.

#### External:

NHS, schools, other public bodies, other Councils, Local MP, Central Government and Government Agencies, Emergency Services.

General Public, Trade Unions, voluntary and community groups.

Existing and prospective tenants, lessees and landlords.

Professional (for example, RICS, CIPFA) and specialist external bodies, contractors and consultants.

### **Equality and Diversity:**

The Council has a strong commitment to achieving equality in its service to the community and the employment of people and expects all employees to understand, comply with and promote its policies in their own work.

### **Health and Safety:**

The post holder shall ensure that the duties of the post are undertaken with due regard to the Council's Health and Safety Policy and to their personal responsibilities under the provisions of the Health and Safety at work Act 1974 and all other relevant subordinate legislation.

For a more detailed definition of these responsibilities, refer to the current versions of the Corporate Health & Safety Policy, Group Safety Policy and employee information leaflet entitled "Health & Safety Policy; Guidance on Staff Health & Safety Responsibilities".

#### **Corporate Health and Safety Responsibilities**

All employees have personal responsibilities to take reasonable care for the health and safety of themselves and others. This means:

1. Understanding the hazards in the work they undertake;
2. Following safety rules and procedures;
3. Using work equipment, personal protective equipment, substances, and safety devices correctly; and
4. Working in accordance with the training provided and only undertaking tasks where appropriate training has been received.

Employees shall co-operate with the Council by allowing it to comply with its duties towards them. This requires employees to:

- take part in safety training and risk assessments and suggest ways of reducing risks; and
- take part in emergency evacuation exercises.

Employees shall report all accidents, 'near miss' incidents and work related ill health conditions to their manager/supervisor/team leader.

Employees shall read the Corporate Health & Safety – Organisation Part B Policy to ascertain and understand their responsibilities as an employee, line manager, Assistant Director or Director of the Council.

### **Information Security:**

In order to protect the confidentiality, integrity and availability of Council information, including information provided by customers, partner organisations, and other third parties, where applicable, employees will comply with the Council's Information Security Policy.

### **Statement of Commitment to Safeguarding of Children and Vulnerable Adults through safer employment practice:**

Enfield Council is committed to safeguarding and promoting the welfare of children and vulnerable adults. Safe recruitment of staff is central to this commitment, and the Council will ensure that its recruitment policies and practices are robust, and that selection procedures prevent unsuitable people from gaining access to children, young people and vulnerable adults. All staff employed to work with or on behalf of children and young people in the Council must be competent.

All staff working with Children & Vulnerable Adults should be aware of, and share the commitment to safeguarding and promoting the welfare of children, young people and vulnerable adults when applying for posts at Enfield Council.

## PERSON SPECIFICATION

**Job Title:** Junior Building Surveyor

**Grade:** SO1

**Department:** Construction Maintenance and Facilities Management (CMFM)

**Team:** Capital Delivery Team

| <b>KNOWLEDGE, SKILLS &amp; ABILITIES</b>  | <b>HOW TESTED</b>   |
|---|---|
|   | Application – A<br>Test – T<br>Interview – I  |
| <p><b>Job Specifics – Skills, Experience, Knowledge, Behaviours</b></p> <p><b>Essential:</b></p> <ol style="list-style-type: none"> <li>1. Junior level building surveyor, knowledge in commercial/public sector surveying including, measured surveys, building condition surveys, accessibility audits, dilapidation surveys by way of example.</li> <li>2. Methodical with good attention to detail, logical thinker with an ability to analyse and weigh up issues and data.</li> <li>3. Demonstrates clear and comprehensible written and verbal communication skills. Has developing report and presentation skills.</li> <li>4. Ability to quickly learn and use relevant IT systems, including MS Office, asset management programmes, data bases and other relevant software packages.</li> <li>5. Demonstrates some knowledge and understanding of relevant legislation (e.g. best practice, Codes of Practice, Building Regulations, Health and Safety at Work Act and umbrella legislation including industry developments, and the sustainability agenda).</li> <li>6. Demonstrates an interest and some knowledge of current issues and developments within the different surveying disciplines.</li> <li>7. Shows enthusiasm and a clear interest in working in local government in a surveyor role. Can demonstrate some understanding of how local government operates and understands the importance of excellent customer service.</li> <li>8. Demonstrates a flexible attitude and a “Can Do” approach to tasks.</li> <li>9. Polite, helpful and confident manner.</li> <li>10. Sound general numeracy skills.</li> </ol> <p><b>Desirable:</b></p> <ol style="list-style-type: none"> <li>1. Property/Surveying experience</li> <li>2. Property-related Degree/qualification</li> </ol> | <p>A/I</p> <p>A/I</p> <p>A/I</p> <p>A/I</p> <p>A/I</p> <p>A/I</p> <p>A/I</p> <p>A/I</p> <p>A/I</p> <p>A/I</p> <p>A/I</p> <p>A/I</p> <p>A/I</p> <p>A/I</p> <p>A/I</p> <p>A/I</p> |

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| <p><b>Behaviours</b></p> <p>Appropriate behaviours are key to the delivery of our vision for Enfield.</p> <p>We want staff who will work collaboratively, flexibly and constructively, and exhibit this ethos in all their dealings with residents, colleagues and partners. Our leaders will be exemplars of the following behaviours and encourage them in staff at all levels;</p> <p><b>Takes Responsibility</b><br/>We want staff who are willing to make decisions and be accountable for them. Staff should have a positive can-do attitude where they see problems as challenges which can be overcome. They should accept responsibility for service delivery, be clear about their service offer and deliver what they promise.</p> <p><b>Is Open, Honest and Respectful</b><br/>We want staff who are comfortable and confident to acknowledge the difficulties and the barriers they face. They should also be able to constructively challenge the way things are done where there is evidence that it impedes service delivery. Challenge should be conducted in a professional, courteous manner with the aim of reaching a mutually agreeable resolution.</p> <p><b>Actively Listening and Learning</b><br/>We want staff who are prepared to actively listen and reflect on customer concerns with a view to understanding the customer's point of view. Staff should be able to receive constructive criticism and be prepared to adapt the way they operate and deliver services where appropriate.</p> <p><b>Working Together to find solutions</b><br/>We want staff who can work collaboratively with other departments and partners, freely sharing their knowledge and skills to identify solutions to address customer concerns.</p> <p><b>Candidates: Please ensure you address these behaviours in your responses to the essential and desirable (if applicable) criteria above.</b></p> | <p><b>A/I</b></p> |

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|--|-------------------------------------|
| <p><b>Competencies:</b></p> <p><b>Candidates: Please ensure you address these competencies in your responses to the essential (and desirable if applicable) criteria above.</b></p> <ol style="list-style-type: none"> <li>1. Customer focus</li> <li>2. Deliver service performance</li> <li>3. Focus on continuous improvement</li> <li>4. Political awareness and context</li> </ol>  |                                     |
| <p><b>Qualifications &amp; Professional registration criteria</b></p> <p><b>Candidates: Please ensure you address these qualifications in your responses to the essential criteria, you will be expected to meet these requirements of the role and they will be explored with you at interview.</b></p> <p><b>1. Working towards a Building Surveying degree (ideally RICS accredited) to enable the candidate with relevant work experience to commence their APC within 12 months of commencing this position and to work towards full RICS membership. You will ideally hold a RICS accredited degree, however, we welcome applications from those studying a non-accredited degree who are looking to pursue a career in Surveying. (Refer to RICS membership levels and regulations at <a href="https://www.rics.org/uk/surveying-profession/join-rics/">https://www.rics.org/uk/surveying-profession/join-rics/</a>). Full support for the APC will be provided (including costs) and any appropriate CPD and education support required.</b></p> | <p><b>A/I</b></p>                   |
| <p><b>Special requirements</b></p> <p><b>Candidates: Please note you will be expected to meet these requirements of the role and they will be explored with you at interview.</b></p> <ol style="list-style-type: none"> <li><b>1. Hold a clean driving licence and have access to a vehicle to make site visits, or you will need to put in place suitable alternative travel arrangements (e.g. bicycle)</b></li> <li><b>2. The post holder must be prepared to work across various departments within CMFM and the Place Directorate. They must also be willing to participate in any appropriate training courses run by RICS or any other professional training organisation or by the Council’s Corporate Graduate training department.</b></li> </ol>   | <p><b>A/I</b></p> <p><b>A/I</b></p> |



Structure Chart

