



JOB DESCRIPTION

This job description has been designed to give a clear definition of the role at the time it was prepared but it is hoped that the employee will seek to develop the role to the best of his/her ability and that the role can and will be developed to make full use of his/her potential.

Job Title:	Chartered Building Surveyor
Location:	Knowsley Estate
Report To:	Head of Property Services
Hours of Work:	Your normal working hours are to be worked Monday to Friday, averaging 40 hours per week as well as any other hours that are reasonably required for the fulfilment of your duties.
Responsible For:	The delivery of core building surveying, project management and building management related services across the Estate.

Purpose of the Role

- To assist the department in the delivery of all property services across The Knowsley Estate including the provision of core building surveying, project management and building management related services;
- You will be expected to provide assistance to the Head of Property Services on all Estate property matters as and when required;
- You will assist with the development and modernisation of the Estate in accordance with the Estate objectives;
- You will ensure that The Knowsley Estate 'brand' and the standards of Lord and Lady Derby are maintained;
- This role offers an excellent opportunity to develop and broaden your experience of core building surveying, project management and building management related services;
- The role will be well suited to an individual who has a strong interest in the built environment including historical buildings and prefers a diverse workload.

Main Duties & Responsibilities

- To assist the department in the delivery of all property services across the Estate including the provision of core building surveying, project management and building management related services including but not limited to:
- building pathology and defect investigations;
 - measured surveys;



- building surveys, audits and schedules generally relating to condition, acquisition, dilapidations (negotiation experience advantageous but not essential), FRA, H&S, access, heritage (not essential), works progress and quality management;
- project procurement and understanding of the RIBA plan of work stages;
- feasibility studies / reports including budget costs;
- design and specification of works in relation to maintenance and projects, including but not limited to new extensions, conversions, refurbishment of various types of property and repairs to listed buildings;
- preparing tender packages and undertaking tender analysis;
- the use of software such as general MS Office, CAD, NBS. The use of MS Project and Revit would be advantageous but not essential;
- contract administration (predominantly JCT Minor Works, Intermediate, Standard and D&B forms);
- works progress and quality management;
- project and programme management generally relating to maintenance and refurbishment project;
- party wall and boundary matters;
- statutory compliance / general building management;
- obtaining statutory approval including drafting and submitting information for planning permission, building control approval and listed building consent;
- planned preventative maintenance management including producing PPM schedules;

The successful candidate will also be expected to:

- actively broaden their experience and expertise in line with the core competencies for the role;
- have an up-to-date and developing knowledge of legal and technical matters relevant to the work they perform;
- participate in relevant internal/external training initiatives including keeping up to date through relevant CPD;
- proactively developing their understanding of the organisation including its needs and potential areas of improvement;
- managing your own personal safety while at work;
- at all times have a conscientious approach to their own H&S and that of others;

The list above is non-exhaustive and the successful applicant will be expected to perform upon request from his/her supervisor(s) or Senior Management, any other task and/or duty that may be required for the good of the Estate.



Person Specification

- A BSc (Hons) in Building Surveying or similar degree;
- Full Membership of the Royal Institution of Chartered Surveyors (Building Surveying Faculty) with at least 2 years PQE;
- Current and valid UK driving license;
- The candidate must have a good breadth of core building surveying experience including project management and preferably knowledge and experience of historical buildings, general building management (including PPM, statutory compliance and H&S) and sustainability;
- As well as technical competence, the role requires someone with the ability to think laterally, who possesses good interpersonal and communication skills, has good commercial awareness and who is willing to provide first class service to the Estate, Lord and Lady Derby;
- The role requires a proactive and adaptable individual who is capable of managing and delivering their own workload with minimal supervision;
- Knowledge and experience of Fire Risk Assessments, Asbestos Management, Legionella, PPM, H&S and general statutory compliance in the context of building management is advantageous but not essential;
- Experience of building management and / or facilities management would be advantageous but not essential.