



## ROLE PROFILE

<b>Post Title:</b>	Estates Trainee Building Surveyor	
<b>Grade:</b>	LC 6	<b>JE: 1818</b>
<b>Location:</b>	Police Headquarters	
<b>Responsible to:</b>	Estates Building Manager	

### Job Purpose:

To support the current Building Surveyors with the day to day responsive repair works, projects, contracts and planned works to all the buildings within the Police and Crime Commissioner's property portfolio.

### Key Responsibilities:

**This is not a comprehensive list of all the tasks which may be required of the post holder. It is illustrative of the general nature and level of responsibility of the work to be undertaken.**

- To support and assist the Building Surveyors in providing professional and technical advice on a wide range of building related issues.
- To assist in providing our customers with an efficient and cost effective responsive (day to day) reactive & maintenance service as well as planning, designing and coordinating minor refurbishment and modernisation schemes.
- To have an understanding of the management and forecasting of annual spend, using whole life cycle cost techniques and to ensure work is kept to budget.
- To assist in the preparation of specifications, drawings, schedules and other contract documents to enable competitive tendering for the programmed maintenance schemes & projects, ensuring that the design and maintenance of building systems meet legislative and health & safety requirements.
- To assist where applicable the Project Manager & Building Services Engineers on schemes which will include energy efficiency, environmental awareness, supervision of the works, monitoring of Health and Safety, ensuring that acceptable quality standards of workmanship and performance is achieved.
- To assist with and undertake full condition surveys of all the buildings both internally and externally including carparks and boundaries within all the property portfolio utilised by the Constabulary.
- To provide leverage in each business area within the Estates Department supporting in house Project Managers, Building Services Engineers and Estates Support Officers.
- To assist in the commissioning of works, to organise and assess the work of contractors, monitoring their performance.

- To assist with the management of maintenance contracts for statutory inspections, servicing, testing and remedial works to all plant and equipment as required.
- To ensure the Health and Safety of occupants, visitors, contractors and all other users of the Constabulary's properties. Undertake duties, which may be reasonably allocated to the post holder as a result of legislation, Codes of Practice and the Constabulary's policies relating to Health, Safety and Welfare.
- To understand and clearly define our customers' reasonable expectations, keeping them informed of progress on individual projects and jobs and making them aware of technical and financial implications.
- To work with procurement in the development of framework briefs to enable contractor frameworks and service contracts can be provided
- To be responsible for improving your performance by participating in the Professional Development Review (PDR) process with your manager.
- To carry out any other duties which are consistent with the nature, responsibilities and grading of the post
- Willingness to undertake personal development in line with the role

#### Behaviours :

The Competency and Values Framework (CVF) has six competencies that are clustered into three groups. These competencies will be incorporated into the interview stage of the selection process.

For more details on these competencies please follow the link provided.

<https://profdev.college.police.uk/competency-values/>

This role is required to operate at or be working towards the levels indicated below:

#### **Resolute, compassionate and committed**

Behaviour	Level	To be Identified by
We are emotionally aware	1	Interview
We take ownership	1	Interview

#### **Inclusive, enabling and visionary leadership**

We are collaborative	1	Interview
We deliver, support and inspire	1	Interview

#### **Intelligent, creative and informed policing**

We analyse critically	1	Interview
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We are innovative and open minded	1	Interview

Please note the link will provide information about all competency levels however you should refer to the level indicated above.

The levels are progressive so for example if level 2 is applicable all the areas in Level 1 & 2 in that competency area would apply to the role.

<b>Values :</b>	
All roles are expected to know understand and act within the ethics and values of the Police Service. These will be assessed within the application/assessment or interview stage of the recruitment/selection process.	
<b>Integrity</b>	<b>Impartiality</b>
<b>Public Service</b>	<b>Transparency</b>

<b>Qualification</b>		
<b>Essential</b>	<b>Desirable</b>	<b>To be identified by</b>
Higher National Certificate (HNC) or equivalent at NVQ Level 4 in a relevant Building related discipline with a willingness to work towards a degree level qualification within 3 years.	Diploma or Degree in Building Surveying	Application Form
	Qualification in relevant Health & Safety area e.g. IOSH or a willingness to work towards	Application Form / Interview
	Affiliation or Member of CIOB or RICS.	Application Form / Interview
<b>Knowledge / Experience</b>		
Experience of providing customer advice in a busy environment and dealing with a wide range of technical and administrative queries.		Application Form / Interview
	Experiencing of dealing with people in difficult, sometimes confrontational circumstances.	Application Form / Interview
	Experience of record keeping, analysis and interpretation.	Interview
Experience of working to deadlines and tight timescales.		Interview
Knowledge and experience of Building Regulations, Health & Safety, CDM Regulations, Codes of Practice and other relevant legislation, e.g. Equalities Act, Data		Interview

protection etc.		
	Knowledge of administrative process of planning legislation and site procedures	Application Form / Interview
	Experience of dealing with members of the public and working in partnership with other departments and agencies.	Application Form
	Experience of communicating across a wide spectrum of people both individuals and in groups.	Application Form / Interview
Experience of producing accurate written information and demonstrate a level of attention to detail.		Application Form / Interview
	Experience of the production, development and analysis of management information (graphs, tables, and statistics) to support and inform management decisions.	Application Form / Interview
Experience of inputting, updating and maintaining computerised and manual filing/recording		Application Form / Interview
	Experience of composing letters and memos and responding to routine correspondence.	Interview
Experience of using Microsoft Software applications, including MS Office, Word, Excel, PowerPoint and Access.		Application Form / Interview
Experience in the use of Auto CAD packages with the ability to interpret drawings and amend		Application Form / Interview
	An understanding of the current changes in legislation around mechanical, electrical, sustainability and energy.	Application Form / Interview
	Experience of working with minimal supervision, organising and prioritising own workload, working on your own initiative, investigating problems, developing solutions and taking appropriate timely action to resolve them.	Application Form
	Ability of developing working practices and procedures, ideally within a customer service environment.	Application Form / Interview
Demonstrate self-motivation and willingness to develop with the role.		Application Form / Interview
Promote and comply with our		Application Form /

obligations under the Equality Act 2010, Data protection and Health & Safety legislation in the delivery of service and treatment of others		Interview
<b>Other</b>		
An acceptable level of sickness absence in accordance with the Constabulary's Attendance Policy.		Attendance to be checked post interview by Recruitment for internal staff, via references for external applicants
	To participate in "out of hours" emergency response service.	Interview
Full driving licence		Application Form
A flexible approach to working hours and practices with the ability to travel on Constabulary business as required and commute to work during unsociable hours.		Interview

Please note that the use of the terms "Assessment & Interview" is based upon candidates being successfully short-listed. In addition, the Division reserves the right to select the most suitable candidate based upon any combination of assessments that is deemed appropriate.

**Date last updated: 21 March 2019**