



ROLE PROFILE

Post Title:	Estates Building Surveyor	
Grade:	LC 10	JE: 1817
Location:	Police Headquarters	
Responsible to:	Estates Building Manager	

Job Purpose:

To be responsible for the day to day responsive repair works, statutory compliance, minor projects and planned works to all the buildings within the Police and Crime Commissioner's property portfolio, ensuring that all buildings are safe, well maintained and fully compliant for staff and visitors.

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 provide professional, technical and management advice on a wide range of building maintenance and construction issues.
- To establish, document and manage the processes to provide our customers with an efficient, communicated and cost effective responsive (day to day) reactive & maintenance service.
- Plan, design and coordinate minor refurbishment and modernisation schemes.
- Assist with the management and forecast of annual spend, using whole life cycle cost techniques, ensuring work is within budget.
- Work within Corporate Procurement financial regulations and standing orders to ensure compliance and that expenditure is controlled and all schemes are completed within financial parameters and on time.
- To prepare briefs, specifications, drawings, schedules and other contract documents to enable competitive tendering for the programmed maintenance schemes & building projects, ensuring that the design and maintenance within the Constabulary's building stock meets legislative and health & safety requirements.
- To undertake a wide range of Building Surveying activities including design, contract administration, defect analysis, schedules of condition and dilapidations.
- To assume the role of Project Manager of schemes including supervision of the works,

monitoring of Health and Safety, environmental awareness and ensuring that acceptable quality standards of workmanship and performance is always achieved.

- To undertake full condition surveys of all the properties used by the Constabulary and to prepare a fully costed and prioritised 5-year programme, for future maintenance & planned programme schemes.
- To provide leverage in each business area within the Estates Department supporting in-house Project Managers, Building Services Engineers and Estates Support Officers.
- Examine and review reports, specifications, submissions, drawings and calculations issued for various projects.
- Take responsibility to monitor the constabulary's legal and statutory obligation around the management of asbestos. Keep up to date records of location and condition.
- Commission, organise and assess the work of contractors, monitoring their performance and checking invoices submitted prior to sign off and payment
- To be responsible for management of building repairs & maintenance contracts, statutory inspections & contracts and remedial works to all the constabulary's buildings.
- To deal with building pathology issues, fault diagnosis and defect rectification.
- Prepare and present reports.
- 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 customer's reasonable expectations, develop and strengthen client relationships whilst providing a premium service, keeping them informed at all times of progress on individual projects and jobs and making them aware of technical and financial implications. Utilising standard department documentation.
- To supervise, mentor and develop work colleagues as appropriate.
- To assist in the appointment and supervision of specialist consultants.
- To work with procurement in the development of framework briefs to enable contractor frameworks and service contracts to be provided
- Work with customers and colleagues to ensure delivery of effective communication and management of expectations, adopting a customer focussed approach.
- 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

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	2	Interview
We take ownership	2	Interview

Inclusive, enabling and visionary leadership

We are collaborative	2	Interview
We deliver, support and inspire	2	Interview

Intelligent, creative and informed policing

We analyse critically	2	Interview
We are innovative and open minded	2	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.

Values :

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.

Integrity	Impartiality
Public Service	Transparency

Qualification		
Essential	Desirable	To be identified by
Degree in Building Surveying		Application Form
Qualification in relevant Health & Safety area e.g. NEBOSH or IOSH		Application Form / Interview
Professional membership of RICS or CIOB.		Application Form
	BOHS P405 Proficiency Qualification or willing to work towards within 12 months	Application Form
Evidence of Continuing Professional Development		Application Form / Interview
Knowledge / Experience		
Substantial experience of providing customer advice in a busy environment and dealing with a wide range of technical and administrative queries.		Application Form / Interview
	Experience of record keeping, analysis and interpretation.	Interview
Experience of working to deadlines and tight timescales, within a busy and demanding environment.		Interview
Experience of providing advice and guidance to staff and managers on policies, regulations, procedures, statutory and technical matters.		Interview
Knowledge and experience of Building Regulations, CDM Regulations, Health & Safety, Codes of Practice and other relevant legislation, e.g. Equalities Act, data protection (GDPR) etc.		Interview
Experiencing of dealing with people in difficult, sometimes confrontational circumstances.		Application Form / Interview
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 high level of attention to detail.		Application Form / Interview
Experience of the production, development and analysis of management information (graphs,		Application Form / Interview

tables, statistics) to support and inform management decisions.		
Experience of analysing information to identify relationships, patterns and trends, having the ability and experience of interpreting complex rules, regulations and constraints and identifying options.		Application Form / Interview
Experience of composing letters and memos and responding to routine correspondence.		Application Form / Interview
Experience of inputting, updating and maintaining computerised and manual filing/recording		Interview
Experience of using Microsoft Software applications, including MS Office, Word, Excel, PowerPoint and Access.		Application Form / Interview
Experience of using Auto CAD packages with the ability to read, interpret and amend drawings.		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
Experience of developing working practices and procedures, ideally within a customer service environment.		Application Form / Interview
Experience of chairing meetings and/or project teams		Application Form / Interview
Demonstrate self-motivation and willingness to develop self with the role.		Application Form / Interview
Promote and comply with our obligations under the Equality Act 2010, Data Protection and Health & safety legislation in the delivery of service and the treatment of others		Application Form / Interview
Other		
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