

Job Description



Job Title: Building Surveyor	Service Area: Property	
Directorate: Inclusive Economy, Housing, Culture & Property	Post Number: Fusion	Evaluation Number: JE 7451
Grade: PO5	Date last updated: March 2025	

People at the heart of everything we do
We are committed to putting people – Newham residents and Council staff – at the heart of all we do. Our approach is a collaborative joint enterprise between residents, the Mayor, Members, Council staff and the Corporate Management Team.

Equality and diversity
We are committed to and champion equality and diversity in all aspects of employment with the London Borough of Newham. All employees are expected to understand and promote our Equality and Diversity policy in the course of their work.

Protecting our staff and services
Adherence to health and safety requirements and proper risk management is required from all employees in so far as is relevant to their role. All employees are expected to understand and promote good health and safety practices and manage risks appropriately.

Corporate parent
We believe that every member of staff working for Newham Council should understand and fulfil our corporate parenting responsibilities for our looked after children that we have under the Children and Social Work Act 2017.

Overall Purpose of Job

- To manage the technical delivery of projects assigned to the postholder, including design of required changes to buildings, contract administration and contractor management on site.
- To advise the line manager, Senior Quantity Surveyor and Project Managers on the progress and financial management of the projects.
- To be responsible for the delivery from a technical perspective, of improving the Council's buildings via assigned projects.
- To engage and negotiate with contractors in connection with contract and financial matters.

- To ensure that projects meet design, quality and budget requirements set by clients and project managers.
- To ensure that the authority's interests are guarded during the construction process.
- Ensure that all projects have suitable documented information to satisfy auditors.
- To comply with the Council's key initiatives relating to quality management frameworks, Health and Safety, Risk Assessment, Continuity Planning, Compliance, DDA etc.
- Responsible for administering construction standard contracts, providing a contract specialism within the Projects (Assets) Team throughout project lifecycle of scoping / design / value engineering / rebuilding / refurbishment / remodelling projects, ensuring these projects are completed on time, within budget and to agreed quality standards.
- Responsible for matrix management of the design team, Principal Designer, contractors and other specialisms related to delivery of the construction works.
- Represent the Projects (Assets) Team and LBN at Design Team/Contractor meetings, ensuring that all technical and contractual aspects of the project are managed and delivered.
- Working with internal colleagues and external organisations as required ensuring successful project delivery.
- Responsible for providing sound and expert technical advice and support to Project Managers and other members of the team.

Job Summary

The role sits within the Projects function of the Council's Property team, which is part of the Resources Directorate. Its focus is on the management and delivery of construction projects through administering construction standard contracts, design of required changes to buildings and contractor management on site.

Key Tasks and Accountabilities:

Key tasks and accountabilities are intended to be a guide to the range and level of work expected of the post holder. This is not an exhaustive list of all tasks that may fall to the post holder and employees will be expected to carry out such other reasonable duties which may be required from time to time.

1. The post holder will liaise with quantity surveyors, other managers and project managers in the projects team and staff elsewhere in the Council on the financial and contractual management of projects.
2. Responsible for fieldwork and research, site surveys, budget estimates, feasibility studies and cost advice, cost reconciliation as they relate to projects.

3. To complete scheme design through sketch schemes, detailed drawings and schedules and specifications.
4. Responsible for compiling tender documentation, analysis and appraisal of tenders and quotations, tender reports, orders for works.
5. Responsible for post contract management including contract administration, certification of valuations, cost monitoring and reporting, liaison with clients and contractors, certificates and final accounts to be signed off by the Senior Construction Manager.
6. Preparation and maintenance of records in a formalised and accessible format.
7. Attendance at meetings as required and be part of the technical team working with Project Managers and client services to deliver agreed projects.
8. Adheres to the Council's Contract Standing Orders, regulations, policies and standards.
9. Have an in depth knowledge of the Council's procurement process and be responsible for working with Property's Procurement lead to deliver procurement exercises in a timely manner in line with the project timeline.
10. Responsible for ensuring correct and adequate Forms of Contract are used for each project.
11. Responsible for the preparation of specifications for tender including responsibility for commissioning external consultants and managing them to deliver their element of the tender documents in line with the project timetable.

To undertake all responsibilities listed below:

1. To have detailed knowledge of a range of current contracts, understanding contract management, and undertaking the employer agent role.
2. To have extensive and detailed knowledge in all aspects of building surveying and related services with reference to Statutory Construction (Design and Management) Regulation 2007, Planning and Building Regulations.
3. Ensure adequate provision is made for aftercare, submission of CDM and Health and Safety Plans, testing and commissioning for the building services within the building, and ensuring adequate training for the building users is delivered with the Project Manager.
4. Advise on the Building Safety Act 2022 and ensure where necessary all requirements are satisfied.
5. To have extensive knowledge of Health and safety issues relating to building services including asbestos regulations.
6. To advise in the detailed brief preparations with the client.
7. Frequent liaison with clients, public bodies, governors and other agencies including attendance at meetings outside normal working hours.
8. Develop, implement and maintain policies, practices and procedures on standards of design, performance and professional/technical developments.
9. Assist in the preparation of programmes and planned future expenditure.
10. Commission, co-ordinate and direct the use of consultants/agency staff.

11. Responsible for the preparation of specifications for tender, including responsibility for commissioning external consultants and managing them to deliver their element of the tender documents in line with the project timetable.
12. To lead on and be responsible for quality checking all tender packages before publishing to ensure that contractors are able to price work correctly when tendering for construction projects.
13. Responsible for the administration of change control procedures of contractors when on site.
14. To identify issues on site, lead and come up with a solution and manage the contractor/consultant to complete these solutions in a timely manner.
15. To act as the Team and Council representative at contractor/design team/principal designer meeting, being responsible for arranging and chairing them, ensuring the meeting notes are provided in a timely manner and chasing up actions to ensure there are no project delays.
16. During regular site meetings to come up with solutions to problems whilst on site, instructing the contractor to complete said solutions and leading on ensuring they are followed up with Contractual Instructions to the contractor.
17. Responsible for the escalation of risks and issues to the postholder's line manager/Senior Managers as soon as they arise so that timely action can be taken.
18. Responsible for matrix management of the contractor, Principal Designer, Design Team and other specialists, ensuring that regular site progress reports, health and safety reports, programme and cash flows are issued regularly for review.
19. Responsible for issuing Contract Instructions such as Variations, Extension of Time, Practical Completion, Making Good Defects Certificates to ensure good contract management processes are followed for every project.
20. Responsible for ensuring that all Instructions are issued to the contractor in a timely manner to ensure the project does not stall.
21. Responsible for being up to date with works on site, understanding any supply chain/other issues and seeking solutions with the contractor, ensuring that senior managers are fully briefed at all times.
22. Responsible for interpreting the contractor's programme and monitoring progress against plan escalating any issues to the project manager immediately they arise.
23. Responsible for ensuring the contractor completes all snagging items, collation of the final snagging list and progressing completion of these works prior to client handover.
24. Lead on obtaining O&M manuals from the contractor, ensuring they are complete and up to date, and being responsible for uploading them onto the Civica system and providing them to Building Services and other LBN colleagues as necessary.
25. To provide expert technical advice to the wider Projects (Assets) Team and project stakeholders regarding the contractual and practical implications of various project options and to advise on project scope/methodology/materials etc in order to produce cost efficient solutions.

26. Responsible for the preparation of reports to senior managers and Board members on project progress, identifying any risks/issues, delays and budget concerns, along with advising on mitigation action such that informed decisions can be made at senior level.
27. Responsible for making decisions on site autonomously that allow the project to progress, whilst being mindful of budget constraints.
28. To represent the Council as the lead officer liaising directly with contractors on all matters related to the contract, acting on own initiative, developing and maintaining effective relationships with them whilst ensuring that best value for money is obtained by the Council.
29. To act as the expert technical lead on all projects.
30. To represent the Council as the lead officer liaising directly with contractors on all matters related to the contract, acting on own initiative, developing and maintaining effective relationships with them whilst ensuring that best value for money is obtained by the Council.

Other Duties

- To uphold and comply with the statutory provisions of the Health and Safety at Work Act 1974 and any other associated legislation or Council policies and procedures.
- To understand and comply with the Council's equal opportunities policy.
- To deal with Safeguarding issues that might arise in line with the Council's policies and procedures.
- Be aware of the Council's responsibilities under the Data Protection Act 1984 for the security, accuracy and relevance of all personal data held on such systems and ensure that all processes comply with this.
- To treat all information acquired through your employment, both formally and informally, in strict confidence.
- Operates an ethos of joint working with other Council teams and external suppliers.
- The postholder will be expected to carry out such other reasonable duties which may be required from time to time.
- To attend range of meetings and panels as required.
- The postholder will be required to work up to 36 hours per week and occasional requirement to work outside 'normal' office hours/as required by their line manager.

- The role is delivered via hybrid working, ie office, on-site and working from home.

Personal Specification



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IMPORTANT INFORMATION FOR APPLICANTS

The criteria listed in this Person Specification are all essential to the job. Where the Method of Assessment is stated to be the Application Form, your application needs to demonstrate clearly and concisely how you meet each of the criteria, even if other methods of assessment are also shown. If you do not address these criteria fully, or if we do not consider that you meet them, you will not be shortlisted. Please give specific examples wherever possible.

EQUALITY AND DIVERSITY

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PROTECTING OUR STAFF AND SERVICES

Adherence to Health and Safety requirements and proper risk management is required from all employees in so far as is relevant to their role. All employees are expected to understand and promote good Health and Safety practices and manage risks appropriately.

CRITERIA- Essential	METHOD OF ASSESSMENT
KNOWLEDGE: - Detailed working knowledge of all Building Surveying Services, contract administration and associated duties to new and existing buildings including preparation of construction drawings and specifications, repairs and maintenance, feasibility studies, assessment of replacement costs for insurance purposes, schedules of condition, dilapidation etc. - Knowledge of a range of current contracts and understanding contract management, and undertaking employer agent role.	Application Form/Interview Application Form/Interview

• An understanding of contract management, monitoring and control procedures. • Knowledge of conditions of engagement and professional charges for building surveying services. • Knowledge in all aspects of Building Surveying and related services with reference to Statutory Construction (Design and Management) Regulation 2007, Planning and Building Regulations. • Technical drawing, AutoCAD drafting skills. • Knowledge of construction contracts and how to apply them in practice. • Sound technical ability and able to make technical decisions based on sound principle and precedent. • Understanding of building techniques and how these are applied on site. • Knowledge of contract administration. • Knowledge of Health and Safety legislation and requirements for a construction site.	Application Form/Interview Application Form/Interview Application Form/Interview Application Form/Interview Application Form/Interview Application Form/Interview Application Form/Interview Application Form/Interview Application Form/Interview
EDUCATION/QUALIFICATIONS: • Relevant RICS, ARB qualification. • Building Surveying Degree. • Relevant experiences.	Application Form/Interview Application Form/Interview Application Form/Interview
SKILLS AND ABILITIES: • Ability to assist in the preparation of design briefs. • Ability to prepare fee bids and quotations. • Ability to measure accurately, effectively prepare, check and confirm documents/conclusions containing significant amounts of technical/statistical/cost information. • Ability to commission and direct external consultants by fee negotiation and competition.	Application Form/Interview Application Form/Interview Application Form/Interview Application Form/Interview

• Ability to develop, implement and maintain building surveying policies and procedures on design standards, performance and technical developments and the application of information technology. • Ability to programme and estimate for planned future expenditure. • Ability to develop and implement system and working practices. • Ability to manage pre and post contract services for projects of a complex nature. • Ability to contribute to and participate in all types of meetings, including preparing and/or presenting reports as appropriate. • Analytical ability to understand and interpret information provided by the contractor to review for: issues, risks, delays, cost increases. • Ability to measure works on site against the contractor's programme, escalating any issues to the Principal Contract Administrator. • Ability to build effective working relationships with individuals and organisations within and outside the Council. • Ability to articulate ideas well in written and oral communications. • Ability to work under pressure and on own initiative and to implement workload to meet required timescales. • Ability to commission and direct external consultants to deliver capital works. • Ability to review tender returns/requests for quote and be part of the evaluation panel with other colleagues. • Ability to problem solve/come up with solutions whilst on site, and experience of instructing contractors to make the necessary changes.	Application Form/Interview Application Form/Interview Application Form/Interview Application Form/Interview Application Form/Interview Application Form/Interview Application Form/Interview Application Form/Interview Application Form/Interview Application Form/Interview Application Form/Interview Application Form/Interview Application Form/Interview Application Form/Interview
EXPERIENCE: • Management of pre and post contract services for projects and associated duties and responsibilities.	Application Form/Interview

• Management of a wide range of schemes and associated duties and responsibilities. • Management of technical staff in the capacity of project design team leader. • Proven track record of delivering projects against set objectives and achieving set targets. • Experience of establishing a high quality and focused customer service. • Evidence of experience in developing good working relationships with a wide range of internal and external bodies and customers as part of developing effective service delivery. • Evidence of experience in financial management including monitoring and control procedures of projects • Project supervisor from inception to completion on the full range of building surveying/contract administrator specialisms. • Successful involvement in all aspects of project works from inception to completion including final agreement of accounts. • Wide range of experience based on detailed project related knowledge and ability to make technical decisions based on sound principle and precedent, frequently under pressure from clients and contractors. • Experience of understanding cash flows and interpreting this against contractors' programmes.	Application Form/Interview Application Form/Interview Application Form/Interview Application Form/Interview Application Form/Interview Application Form/Interview Application Form/Interview Application Form/Interview Application Form/Interview Application Form/Interview
PERSONAL STYLE AND BEHAVIOUR: • Ability to communicate effectively both verbally and in writing at a level appropriate to the grade of the post. • Ability to contribute to and participate in all types of meetings, at the appropriate level for the grade, including assisting with, preparing and/or presenting reports as appropriate. • Flexibility and responsiveness to client requirements in order to deliver effective services. • Ability to motivate and manage others and maintain a high quality of output of work.	Application Form/Interview Application Form/Interview Application Form/Interview Application Form/Interview Application Form/Interview

• Articulate, self-motivated, committed • A friendly and open personal style. • Committed to the achievement of equal opportunities and investment in people principles and to customer care, total quality principles and practices. • Self-motivated. • Resilient. • Assertive and confident when dealing with contractors and externally commissioned consultants to ensure the best outcomes for the Council at all times. • A team player, willing to work collaboratively with other colleagues at all levels, internally and externally, to get the job done.	Application Form/Interview Application Form/Interview Application Form/Interview Application Form/Interview Application Form/Interview Application Form/Interview
OTHER SPECIAL REQUIREMENTS: • Ability to climb ladders and scaffold, gain access to confined areas and uneven terrain, and distinguish between colours. • Willing to work on evenings, weekends and Bank Holidays on occasion to ensure successful project delivery.	Application Form/Interview Application Form/Interview