

Employing Council



Job Title	Building Surveyor
Grade	Newham PO4 – Havering G8
Location	Newham or Havering. The post holder must be flexible and work across council sites
Accountable to:	Corporate Landlord Lead
Accountable for:	No direct reports but responsible for managing consultants and contractors working on a variety of diverse schemes throughout the Borough.
Job Purpose:	<ul style="list-style-type: none"> <li>• Design, manage and administer projects that are principally building construction in nature from inception to completion.</li> <li>• Supervise and co-ordinate a team where appropriate.</li> <li>• Undertake the full design of extension/ refurbishment/ component replacement e.g. roofing, windows etc. from cost plan stage through to final account.</li> <li>• Advise the Corporate Landlord Lead of any constructional issues (including legislation changes) to the Asset Management Service in addition to providing a supporting role for other members of the team.</li> <li>• Undertake investigations of varied existing construction, identify problem/ defect and provide and/or procure full design/ repair solutions in line with the clients needs.</li> <li>• Report, advise and make recommendations on a variety of building constructions in support of maintenance or as part of a larger project.</li> <li>• Required to use appropriate specialist equipment and software programmes accordingly.</li> <li>• The post holder is responsible for the care and consideration attached to a company vehicle. This vehicle may contain at any given time, various tools/equipment/apparatus specific to the profession including Personal protective equipment.</li> </ul>

	<p>□ Liaise directly with the appropriate supply authority.</p>
Specific Responsibilities	<ol style="list-style-type: none"> <li>1. The post holder is required to design, procure, manage and administer a variety of constructional/ building maintenance contracts and works either as a single undertaking or as part of larger multidisciplinary projects.</li> <li>2. Carry out detailed building condition surveys and make suitable recommendations to Corporate landlord lead to ensure the Buildings are maintained to Corporate standard.</li> <li>3. Required to undertake the duties of a building surveyor as either the project leader or project engineer.</li> <li>4. Have the necessary qualifications, knowledge and experience to design for all areas of building construction and hard landscaping together with an appropriate level of knowledge of associated disciplines.</li> <li>5. Has a duty to design to current standards, legislation, policies and procedures to ensure full compliance is met.</li> <li>6. Ensure that reports, advice and recommendations provided on a variety of construction are appropriate to the client's needs.</li> <li>7. Be responsible for the planning, costing and organising of complex and varied workload to ensure all targets are met in line with the clients' requirements.</li> <li>8. The post holder has financial and resource responsibility, to ensure all works undertaken are delivered on time and on budget with the highest level of technical ability.</li> <li>9. Ensure excellent customer service and relations are maintained at all times as well as being flexible to ensure that the best service possible is delivered to a diverse range of customers.</li> <li>10. Provide an organised and efficient service by ensuring all records and accounts are kept up to date.</li> <li>11. Responsible for providing the appropriate advice to all building managers to ensure the provision of the required statutory compliance documentation and advise/assist with Health and Safety issues.</li> <li>12. To actively promote the development of an effective service and liaise with clients/colleagues as often as is required to achieve this.</li> </ol>

	<p>13. To lead on the delivery of a variety of highly technical and complex construction and repair projects.</p> <p>14. Be part of the design team in multidisciplinary construction and engineering projects taking full responsibility for the implementation of the design and installation.</p> <p>15. Work closely together with other sections/departments to achieve the overall objective of delivering projects/works to the highest standards and efficiencies possible.</p> <p>16. To contribute to the process of continual improvement as demonstrated by monitoring performance and ensuring the highest standard of service provision is achieved.</p>
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oneSource Corporate Critical Success Factors	<ul style="list-style-type: none"> <li>• Provision of and delivery of quality services – ensuring a high level of service that is reflective of all customer needs and value for money</li> <li>• Anticipates different customer needs – delivering a customer focused shared service which is a cultural ‘fit’, is flexible and proactive in approach</li> <li>• Delivers a resilient business, which continuously improves and innovates with healthy revenue streams</li> <li>• Operates an ethos of joint working and operates across the board regardless of location</li> <li>• Delivers capacity and capability to operate business as usual with the capacity and capability to innovate and project manage to support this</li> <li>• Delivers a flexible and scalable platform to innovate, enhance market knowledge and continuously improve</li> <li>• Invests in people and skills to deliver a sustainable business</li> <li>• Provides a transactional service that is multi-channelled, face to face, local and nationwide</li> </ul>
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General	<ul style="list-style-type: none"> <li>• OneSource is committed to and champions equality and diversity in all aspects of employment and service provision. All employees are expected to understand and promote this approach in their work.</li> <li>• 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</li> <li>• Deal with any Safeguarding issues that might arise, in line with the Council's policies and procedures.</li> <li>• Comply with Health and Safety Regulations associated with your employment.</li> <li>• 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</li> </ul>
	<p>ensure that all processes comply with this.</p> <p>□ To treat all information acquired through your employment, both formally and informally, in strict confidence.</p>

## Newham / Havering Competencies

### Competency Profile

Competency	Level	Criteria to be Evidenced (Description)
Achieving Results and Success	B	<ul style="list-style-type: none"> <li>Assumes personal responsibility for achieving outcomes and making appropriate decisions and is considerate of others and their contributions</li> <li>Monitors and evaluates own performance against targets</li> <li>Develop new ways of working to achieve results</li> <li>Demonstrates high personal standards as an example to others and delivers what they agree</li> <li>Is constantly positive and remains focused and flexible when faced competing demands and priorities</li> <li>Allocate time and resources to reflect priorities</li> <li>Seeks information to aid decision making</li> </ul>
Communicating Openly and Effectively	B	<ul style="list-style-type: none"> <li>Considers in advance the differing needs of others and adapts style accordingly, using appropriate language and methods of communication</li> <li>Communicates clearly and influences well under pressure, using a range of methods to influence others, e.g. explains benefits and willingly gives and shares relevant information with others.</li> <li>Summarises information to check understanding</li> <li>Expresses thoughts and ideas clearly and consistently and objectively discusses options</li> <li>Approachable and responsive to people's needs</li> </ul>

Delivering Excellent Customer Service	B	<ul style="list-style-type: none"> <li>• Proactively gathers information about customers and consistently seeks to establish and meet their current and future needs.</li> <li>• Analyses and understands the delivery and range of services, providing</li> </ul>
		<p>solutions to individual customer needs.</p> <ul style="list-style-type: none"> <li>□ Develops and maintains constructive relationships with customers</li> <li>□ Takes pride in delivering a high quality service and seeks to expand own skills.</li> <li>□ Constantly questions "how will this benefit the customer?"</li> <li>□ Seeks customer feedback to identify ways to improve customer experience.</li> </ul>
Planning and Implementing	C	<ul style="list-style-type: none"> <li>□ Develops, monitors and adjusts plans as necessary.</li> <li>□ Leads projects and plans for resources required to deliver.</li> <li>□ Communicates the plans to appropriate staff / stakeholders.</li> <li>□ Uses appropriate range of tools and techniques to plan and manage the process/project.</li> <li>□ Focuses on the results and delivers the outcome.</li> <li>□ Determination and commitment</li> <li>□ Flexibility</li> </ul>
Respecting Others	B	<ul style="list-style-type: none"> <li>□ Acknowledges and values the positive contribution that everyone can make</li> <li>□ Demonstrates integrity at all times</li> <li>□ Considers impact of own actions and tries to cater for the differing needs of others</li> <li>□ Acts as a role model sets a personal example of good equalities practice at all times</li> <li>□ Challenges inappropriate and discriminatory behaviour</li> <li>□ Understands different learning and personality styles and preferences</li> <li>□ Respects confidentiality wherever appropriate</li> </ul>

		<ul style="list-style-type: none"><li>□ Acts upon concerns about discrimination or inequality of opportunity</li><li>□ Applies consistent standards of service and response</li></ul>
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