



SUPPORTING INFORMATION FOR THE POST OF

ASSISTANT BUILDING SURVEYOR

12 Month Contract

February 2019

NORTH KESTEVEN DISTRICT COUNCIL

PROPERTY SERVICES

ASSISTANT BUILDING SURVEYOR

**Salary £21,074 - £23,111 per annum (Subject to Job Evaluation)
depending on qualifications and experience**

We are looking for a motivated individual who can join our team delivering disabled adaptations services to the private sector.

The purpose of the role is to assist in the delivery of disabled facilities grant work to private properties. The principle role for this post will be consulting with grant applicants and assessing the work required, providing work schedules to Contractors and monitoring work on site.

This is an opportunity for someone to work alongside our experienced Disabled Facilities Grant Team delivering a strategic Council Service.

For more information about the Assistant Building Surveyor role please speak to Ian Spreadborough, Contract and Commissioning Manager on 01529 308055.

For further information regarding the above we encourage you to refer to our website www.n-kesteven.gov.uk. Alternatively telephone 01529 308315 (24 hour answerphone).

Closing date for applications: Sunday 31 March 2019

Interview date: Wednesday 10 April 2019

Dear Applicant,

Vacant Post: Assistant Building Surveyor

Thank you for your interest in the above post.

The post will be based in the Housing and Property Directorate within the Property Services team.

I enclose an application pack, which includes: application form; job description and person specification.

Please ensure that you complete all sections of the application form fully. CV's are not accepted. When filling in your application form, please study the person specification carefully. If you do not demonstrate on the form that you fulfil the essential criteria for the position, you are unlikely to be successful in your application.

If you have not heard from us within four weeks of the closing date, you should assume that you have not been successful on this occasion.

The closing date for applications is **Sunday 31 March 2019**.

The interview date is **Wednesday 10 April 2019**

Yours faithfully,

Hannah Dolby
HR Assistant

NORTH KESTEVEN DISTRICT COUNCIL

JOB DESCRIPTION

1. **Directorate:** Housing and Property
2. **Division:** Property Services
3. **Post Title:** Assistant Building Surveyor
4. **Post No:**
5. **Post Grade:** Grade 7 (Subject to Job Evaluation)
6. **Allowances:** Essential User Car Allowance
7. **Job Purpose:** To assist in the repair and maintenance of the Council's buildings and in the preparation of production information for the Council's programme of Major Works, new build and alteration and extension of existing property, work for other departments of the authority and outside bodies. To see projects through from inception to completion.
8. **Principal Duties:**
 - i) To carry out the functions and responsibilities of an Assistant Surveyor in all matters related to the post.
 - ii) To assist with surveys, enquires and tenant consultations to establish the requirements of a contract prior to drawing up production documentation for contracts as dictated by the agreed programme and budget. Working with Building Surveyors as required.
 - iii) To assist with production information and obtain tenders either directly or through the Quantity Surveyor as dictated by the agreed budget and programme in accordance with Standing Orders.
 - iv) To liaise with the Quantity Surveyors during preparation of tender documentation and provide all assistance and information that may be required, including assisting with the preparation of contracts carried out by External Consultants or contract partners.
 - vi) To liaise with Building Surveyors, and Housing Repairs Officers to supply any additional information required to ensure the smooth progress of contracts and to identify any items which need modification in subsequent contracts.

- vii) To monitor, administer and Co-ordinate both housing and non housing term maintenance contracts.
- vii) To assist where necessary in the operation and maintenance of office systems, computers, filing, library etc.
- viii) To keep up to date with relevant legislation.
- ix) To operate the Computer Aided Design package and retrieval and storage of all information.
- x) To assist with the delivery of a design and feasibility service to include the production of CAD drawings suitable for feasibility studies, planning applications and tender submissions.
- xi) To assist in all contract administration, completing all records to meet the Councils targets of cost, quality and performance.
- xi) To assist in running contracts, including initiating correspondence, meetings and preparing minutes as required by the project. Taking part in benchmarking and handover procedures.
- xii) To carry out cyclical condition surveys of the Councils Housing and non-domestic stock and contribute to the inspection programme. Information to be inputted into the stock condition database 'Codeman' software in order to enable data to be retrieved for the Revenue accounting, capital bids and maintenance of the Decent Homes Standard.
- xiii) To work in a team under the guidance of a Building Surveyor to prepare design information, specifications and deliver contracts.
- xiv) Undertake such other duties as may be determined from time to time, within the general scope and commensurate with the grade of the post. Duties outside of the scope of the post may also be undertaken with the consent of the post holder

9. **Responsible to:**

Contract and Commissioning Manager.

10. **Responsible for:**

No management responsibility

11. **Qualifications/experience required:**

Ability to prepare drawings and schedules as required for incorporation in contract documentation, using computer equipment.

A good general standard of education with specific experience in the building industry in a similar capacity.

Studying towards or holding a relevant qualification in an appropriate building discipline and/or relevant experience in equivalent areas of work.

Experience of liaising with related sections, outside consultants contractors, and tenants.

12. **Health and Safety Issues:**

Compliance with all current legislation, Council policy and procedures including but not limited to duties defined in the Health and Safety at Work etc Act 1974, the Council's Health and Safety Policy and other specific Council policies as appropriate to your role.

PERSON SPECIFICATION

Post title: Assistant Building Surveyor

Post No:

Division: Property Services

Grade: 7

Date: 15 January 2018

E = ESSENTIAL, D = DESIRABLE (Weighting 1 to 3, 3 being highest) for applicants to meet relevant standard

SELECTION CRITERIA

CRITERIA	STANDARD	E/D & W	MEASURED BY
A. Work experience	1. Work experience in a Building Surveying environment or equivalent Local Government experience.	D3	Application Form/ Interview
B. Knowledge	1. Knowledge of CDM Regulations	D1	Application Form/ Interview
	2. Experience with computer aided design Examples of work will be required at Interview.	D3	Application Form/ Interview/ Documentary Evidence
	3. Practical knowledge of construction processes	D2	Application Form/ Interview
C. General skills	1. Good written and verbal communication skills in order to communicate with clients, tenants, customers, contractors etc.	D3	Application Form/ Interview
D. Specific skills	1. Valid full driving licence	E	Documentary evidence
	2. Experience with formatting and working with excel and word documents	D3	Application Form/ Interview
	3. Ability to work independently on individual projects and balance conflicting demands		Application Form/

	and varied workload	D3	Interview
E. Qualifications	1. Holding a HNC in an appropriate building discipline, or equivalent. Or studying towards a HNC with appropriate experience at this level.	E	Application Form/ Documentary Evidence
F. Team work	1. Ability to work as part of a team and manage own workload	D1	Interview
G. Attitude	1. Ability to represent NKDC in a professional manner	D3	Interview
H. Equal Opportunities	1. To have a general awareness of equal opportunities issues and how they would impact on the role	E	Interview
I. Special circumstances	1. Occasional out of hours attendance at meetings or consulting tenants	D2	Interview
	2. Health and safety requirements on site ie hard hat, protective clothing and shoes are provided and must be worn	E	Interview
J. Other	1. Awareness of basis Health and Safety Issues.		

The use of a vehicle is required for this post

MAIN TERMS AND CONDITIONS OF APPOINTMENT

Post of: Assistant Building Surveyor

A copy of the job description is enclosed

Salary

Salary £21,074 - £23,111 per annum (subject to Job Evaluation). The successful candidate will be placed within the grade subject to qualifications and experience.

Car Allowance

This post attracts an essential car user allowance.

Hours of Work

The hours of work are 37 per week.

Holidays

Annual holiday entitlement is 25 days pro rata (30 days after 5 years service in Local Government), plus a further 8 bank and public day pro rata.

Sickness

Subject to certain qualifying criteria, you will receive your normal pay when you are off sick.

Pension

This is a final salary pension scheme.

CLOSING DATE FOR APPLICATIONS IS SUNDAY 31 MARCH 2019

DATE FOR INTERVIEW IS WEDNESDAY 10 APRIL 2019