



North Kesteven
DISTRICT COUNCIL

SUPPORTING INFORMATION FOR THE POST OF
ASSISTANT BUILDING SURVEYOR

July 2020

HOUSING AND PROPERTY SERVICES

ASSISTANT BUILDING SURVEYOR

**Salary £24,313 - £26,317 per annum
depending on qualifications and experience**

North Kesteven District Council has an ambitious investment programme to help North Kesteven Flourish.

The Council has a dedicated team of professional officers delivering Technical, strategic and support services in the delivery of New Build, regeneration, refurbishment and maintenance of the Council's assets. The investment programme over the next 10 years has provided an exciting opportunity to extend the team to support the delivery of new and existing programmes of work to increase assets and maintain the existing Properties.

We are looking for career minded professionals to join a busy and rewarding team with the focus of delivering an exceptional service. North Kesteven is an Innovative Council and seeks to employ like-minded individuals to support NK in leading the Public Sector for development in Lincolnshire.

As a member of the Design and Investment team within Housing and Property Services Unit you will make a contribution to the delivery of a multi-million pound housing and non-housing investment and maintenance programmes.

The successful applicant will provide Architectural and project management service. The post holder will work closely with existing staff, partner contractors and technical consultants.

If you are a self-motivated individual with an interest in the construction industry, and in particular supporting the delivery of projects we can offer you a role with scope and the challenge of contributing to our aim of meeting the councils programme. Experience of supporting technical staff in a small friendly and busy team will assist you in this role.

Closing date for applications: 11 September 2020

Interviews will be held on: 1 October 2020

Dear Applicant,

Vacant Post: Assistant Building Surveyor

Thank you for your interest in the above post.

The post will be based in the Design and Investment Team and will report to the Architectural Design and Investment Manager.

I enclose an application pack, which includes: application form; generic role profile and job overview.

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 role profile carefully. If you do not demonstrate on the form that you fulfil the 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 **11 September 2020**

The interview date is **1 October 2020**

Yours faithfully,

Steph Bond
HR Business Partner

POST TITLE: Assistant Building Surveyor

Technical & Service Delivery B2 – Generic Role Profile

JOB PURPOSE:

To apply technical skills and knowledge across the service ensuring a high standard of customer service and to support the delivery of the NK Plan

PRINCIPAL DUTIES & RESPONSIBILITIES:

- Provide technical, policy or procedural advice and guidance to colleagues and customers
- To develop and provide instruction, guidance and training to colleagues as required
- Support the development of and follow procedures to ensure adequate resources are available to meet the needs of the service as appropriate
- Respond and resolve a range of enquiries or problems, judging when to pass serious and/or complex enquiries or problems to a more senior officers
- Diagnose and rectify faults/problems with equipment, systems and or procedures; liaising with other teams and/or partners as appropriate
- Support the development and implementation of new methods, techniques, equipment and/or systems
- Undertake routine financial and data processing, including raising orders and requisitions, checking and maintaining stock in accordance with approved relevant procedures, ensuring security is maintained
- Ensure a range of service-specific data is accurately recorded and securely maintained
- Plan and prioritise own workload to ensure operational efficiency, responding to new demands, including those arising from non-standard work
- Assist in the production and delivery of service-specific reports, briefings and presentations
- Receive and respond to general enquiries from customers (external and/or internal), referring requests outside of one's own knowledge base/responsibility to the appropriate person/area in order to provide an efficient and effective service
- Monitor and maintain a safe working environment for self and others
- Promote a positive image of the service area and the Council as a whole
- Ensure effective communication with Councillors and team members at all levels
- To lead by example by embracing and living the organisation's values and behaviours
- To 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 the scope of the post may be undertaken with the consent of the post holder

KNOWLEDGE, SKILLS & EXPERIENCE

- Either academic or vocational qualifications

Or

- Equivalent work experience in a comparable setting
- Developed numeracy, literacy and IT skills as appropriate
- Specialist knowledge of relevant systems/equipment/processes
- Initiative and judgement to resolve problems independently
- Ability to communicate clearly through multiple channels
- Knowledge of relevant legislation, policies and procedures
- Ability to assess data and information and to identify problems
- Skills in influencing and negotiating with colleagues, customers and partners

OUR COMMITMENT:

NKDC is a people-focussed, honest and high-performing organisation, which utilises teamwork to deliver a professional service to our customers and partners and in making positive contributions in support of a District of Flourishing Communities.

All our employees are supported to manage their workload, take responsibility, be proactive about their own development, to work effectively with others, and to meet our customers' needs; and where relevant are supported to be effective managers and leaders. We expect all employees and volunteers to comply 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 any specific Council policies as appropriate to their role.

We are committed to safeguarding and promoting the welfare of children, young people and adults at risk. We expect all employees and volunteers to share this commitment. All employees who come into contact with children, young people and adults at risk are expected to comply with all requirements detailed within the Safeguarding Policy.

We work closely with Union representatives to help ensure approaches and solutions adopted are fair and equitable across our workforce. All employees have the right to join a trade union and to take part in its activities. All employees also have the right not to belong to a trade union.

MANDATORY JOB REQUIREMENTS

- NC in Construction or equivalent qualification.
- HNC in Construction, or working towards, or equivalent qualification.
- Construction related experience.

Knowledge	The jobholder needs knowledge of the Organisation's relevant procedures or practices plus additional technical knowledge in order to do this job. He/she also needs a detailed understanding of the relevant legislation related to his/her area of work plus a detailed understanding of the underlying concepts and principles of the specialist area within which this job operates. The level of knowledge required is such that it could not be gained just from extended experience or training in relevant areas of work.
Mental Skills	The jobholder is regularly faced with problems or situations which he/she must resolve personally, usually done by applying existing rules, procedures or instructions. The nature or scope of some of these problems will not be apparent on first inspection and will require the jobholder to assess the situation first. The job involves developing plans for future actions, activities or events, more than a month in advance.
Interpersonal and Communication Skills	Advisory, guiding, negotiating and/or persuasive skills are required regularly at a developed level. It involves the exchange of complicated and/or sensitive information, both orally and in writing. The information can sometimes be complex.
Physical Skills	Specific physical skills are required, involving a high level of precision, for some of the tasks in this job.
Initiative and Independence	The jobholder's activities are undertaken in accordance with policies and procedures laid down by others, although the jobholder is not always given instructions or predetermined schedules defining how the main task(s) are to be carried out. He/she is expected to prioritise allocated tasks and duties within the workload for the day and is required to make decisions about when and how duties are to be carried out beyond that.
Physical Demands	This job requires the jobholder to stand or walk for a medium proportion of the total working time. Working in distinctly awkward positions is also required for a medium proportion of the total working time.
Mental Demands	Concentrated mental attention is required to ensure that the tasks and duties of this job are carried out correctly. This has to be applied over medium periods of time at least once a day. In addition, the job requires lengthy periods of enhanced mental attention at least once a week. There is a need for concentrated sensory attention by the jobholder for medium periods. Working to deadlines is a feature of this job. While some of these are foreseeable in the normal cycle of work, others are unpredictable in nature. He/she is occasionally subject to conflicting demands, with more than one person requiring a service or assistance simultaneously. Unavoidable interruptions occasionally make it difficult to complete the job duties.
Emotional Demands	The job involves direct involvement, both in person and by telephone, with people whose personal circumstances or behaviour could place

emotional demands on the jobholder or cause emotional upset. These are mainly users of the Organisation's services but the level of emotional demand is not "significant" when compared with that experienced by some other employees. This emotional demand is an integral feature of the job occurring frequently.

Responsibility for
People - Well-Being

The jobholder has an impact on the well-being of individual, or groups of, people by the personal provision of a service direct to those who are receiving it.

Responsibility for
Supervision, Direction,
Co-Ordination of
Employees

The jobholder is not required to supervise or manage any Organisation employees. The job regularly involves the demonstration of duties to, giving advice and guidance to, or the training of other employees, students or trainees.

Responsibility for
Financial Resources

The jobholder has some responsibility for financial resources. This includes a contributory role in budget setting. He/she has to account for expenditure, income, money in the form of cash, cheques, direct debits, invoices, or some other equivalent, where care, accuracy and security are particularly important. The sums involved are considerable.

Responsibility for
Physical and
Information Resources

The jobholder's main responsibility for physical resources is for buildings, premises and/or external locations, specifically their design. This responsibility covers a wide range of sites. The jobholder also has a responsibility for manual and/or computer information or systems computer information. He/she is personally responsible for producing or processing some of this information and is responsible for instituting computer and/or other systems which ensure the required levels of confidentiality and security of data produced by him/herself or others. The handling of this data occupies up to 25% of the jobholder's total working time.

Working Conditions

The jobholder regularly works outdoors, usually protected from the weather, but he/she has regular exposure to very disagreeable, unpleasant or hazardous situations for a small proportion of the total working time. Serious verbal abuse, aggression or other anti-social behaviour from members of the public is an unavoidable, but occasional, feature of this job.

MAIN TERMS AND CONDITIONS OF APPOINTMENT

Post of: Assistant Building Surveyor

A copy of the job description is enclosed

Salary

Salary £24,313 - £26,317 per annum. 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.

Health Scheme

Opportunity to join the Council's Private Health Scheme with Healthshield.

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

Local Government Pension Scheme

CLOSING DATE FOR APPLICATIONS IS 11 September 2020

DATE FOR INTERVIEW IS 1 October 2020