



**North Kesteven**  
DISTRICT COUNCIL

SUPPORTING INFORMATION FOR THE POST OF  
**TRAINEE BUILDING SURVEYOR**

**JULY 2018**

## **HOUSING AND PROPERTY SERVICES**

### **TRAINEE BUILDING SURVEYOR**

Pay Grade 5/6  
£17,681 to £20,541 per annum  
(depending on qualifications)

---

A vacancy has arisen in the Design Services Unit of the Housing & Property Services Division. The Unit provides architectural, building, surveying and engineering services for the Council ranging from major design initiatives to capital works contracts including design and supervision of refurbishment and New Build Housing schemes.

We are looking for an individual with good educational achievements and the ability to train in one or more of the disciplines concerned.

In return we can offer you an excellent remuneration package that includes a programme of training and continued development, generous holiday entitlement, an essential user car allowance, flexible working hours and the opportunity to join an organisation which is recognised as an Investor in People.

For an informal discussion, contact Scott Masterman, Architectural Design and Investment Manager – (01529) 308281 or Christopher Flannery, Building Surveyor - (01529 308277)

**Closing date for applications is 3 September 2018**

**Interviews to be held on 19 September 2018**

Dear Applicant

**Vacant Post: Trainee Building Surveyor**

Thank you for your interest in the above post.

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

I enclose a job information pack, which includes: job description, person specification and the main terms and conditions.

Please ensure that you complete all sections of the application form fully. CVs 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.

**Closing date for application is 3 September 2018**

**Interviews will be held on 19 September 2018**

Yours faithfully,

Hannah Dolby  
**HR Assistant**

## **JOB DESCRIPTION**

1. **Directorate:** Corporate Director
2. **Division:** Housing and Property Services
3. **Post Title:** Trainee Building Surveyor
4. **Post No:** HP073
5. **Post Grade:** Trainee Scheme – Grade 5/6
6. **Allowances:** Essential User Car Allowance  
Training Assistance
7. **Job Purpose:** To assist in planning and arranging the repair and maintenance of the Council's buildings, building new properties, alteration and extension of existing property and work for other departments of the authority and outside bodies. To assist the team with construction projects through from start to finish, working as a team with other members of staff at appropriate times.
8. **Principal Duties:**
  - To carry out the functions and responsibilities of a Junior Surveyor in all matters related to the post.
  - To assist with surveys, enquiries and tenant consultations.
  - To assist with the preparation of contract drawings and contract documentation.
  - Obtain priced quotations via a range of procurement routes either directly or working in collaboration with the Councils Quantity Surveying team.
  - To assist the Quantity Surveyors during preparation of quotation documentation and provide assistance and information that may be required, including the preparation of contracts carried out by External Consultants.
  - To work with Housing Officers during and after the contract period providing information needed to ensure the smooth progress of contracts and to identify any opportunities for improvement of future contracts.
  - To assist in managing the office systems, IT, filing, library and archiving.
  - To keep up to date with relevant construction related legislation.

- To work in a team with the Assistant Building Surveyors and Building Surveyors acting as client representative in all matters relating to the delivery of construction works.
- To assist in the ongoing surveys of the condition of the Councils Houses and non-domestic buildings.
- To assist in following the established procedures so that the Council achieves the Best Value targets of Cost, Quality and Outcome.
- The Council is committed to safeguarding and promoting the welfare of children, young people and adults at risk and expect all their entire staff to share this commitment. All staff working for the Council who come into contact with children, young people and adults at risk are expected to comply with all requirements detailed within the Safeguarding Policy.
- 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 postholder

9. **Responsible to:**

Architectural Design and Investment Manager

10. **Responsible for:**

No supervisory responsibilities

11. **Qualifications/experience required:**

A good general standard of education. Knowledge of the construction industry would be an advantage.

Skills in drawing and excel spreadsheets. (The ability to use IT and CAD [Computer Aided Design] packages will be developed through vocational training)

Willing to undertake a 4 year day release study package at a local learning establishment or holding of a relevant qualification in an appropriate building discipline and/or relevant experience in equivalent areas of work.

An ability to act in a professional and courteous manner with other businesses, members of the public and people within the same organisation.

## PERSON SPECIFICATION

**Post title:** Trainee Building Surveyor  
**Post No:** HP073  
**Division:** Housing and Property Services  
**Grade:** 5/6  
**Date:** July 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
<b>A. Work experience</b>	1. Experience in similar role and with Council procedures.	D3	Application Form
<b>B. Knowledge</b>	1. Knowledge of Council functions. 2. General interest in buildings and construction.	E E	Application Form/ Interview
<b>C. General skills</b>	1. Demonstration of interests and experience in areas relating to the interpersonal skills of the applicant. 2. Good numerical skills, ability to undertake basic calculations and problem solving. Calculate percentages, fractions etc. 3. Skills required in order to arrive at design solutions to satisfy client briefs. 4. Good oral and written communication skills. 5. Ability to prioritise a workload and to ensure targets are achieved.	D3 E D3 E D3	Application Form/ Interview/ Test
<b>D. Specific skills</b>	1.		Application Form / Interview / Test
<b>E. Qualifications</b>	1. 2 A levels, or equivalent, including English and/or a science. 2. 5 GCSE's, or equivalent, including maths, English and a science.	D E	Application Form

<b>F. Team work</b>	1.		Interview/ Test
<b>G. Attitude</b>	1. Ability to communicate by telephone and face to face with members of the public, tenants, clients and elected members. 2. Take accurate messages. 3. Manage varying and different workloads.	D3  D3 D3	Interview / Test
<b>H. Equal Opportunities</b>	1. To have a general awareness of equal opportunities issues and how they would impact on the role	E	Interview
<b>I. Special circumstances</b>	1. Occasional out of hours working requirements. 2. Requirement to follow safety procedures and wear safety clothing when on site, hard hats/shoes etc (supplied).	E  E	Interview
<b>J. Other</b>	1. Awareness of basic H & S issues. 2. Use of own car or demonstration of intent (essential user post).	E  E	Interview

**The use of a vehicle is required for this post**

## **TERMS AND CONDITIONS**

### **Post of: Trainee Building Surveyor**

A copy of the job description is attached

### **Salary**

Salary range £17,681 to 20,541 per annum. The successful candidate will be placed at the grade starting salary subject to qualifications and experience.

### **Car Allowance**

This post attracts an essential car user allowance.

### **Training Assistance**

The Council will pay relevant fees for the successful applicant to study towards the NC and HNC in Building Studies, or equivalent related building qualification.

### **Office Hours**

37 hours a week are worked. A scheme of flexible working hours is in operation whereby, within prescribed limits, an individual's precise working hours are left to his/her own selection with approval from line management.

### **Holidays**

The annual holiday entitlement is 24 days (29 days after 5 years service in local government) plus a further 8 Bank and Public days.

### **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 3 September 2018**

**Interviews to be held on 19 September 2018**