

Context statement

To accompany job description and person specification when required

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Job title – Commercial & Community Assets R&M Surveyor

Directorate - Place

Service - Assets & Property

Team – Facilities Management

Job description ref. - Senior Technical Officer ES610

Grade - 11

Organisation Structure

Reporting to: Commercial & Community Assets R&M Manager

Responsibility for: n/a

Context of Work

Assets & Property

Assets & Property is part of the Place Directorate and is responsible for a range of asset and property related activity including estate management, building safety and compliance, asset strategy, facilities management, repairs and maintenance, and capital construction projects.

As part of the Place Directorate, we contribute to the directorate's goal to create outstanding places and services and play our part in delivering the Place Plan which is a roadmap for the future operations of the Place Directorate up to 2030. Placemaking is at the core of the Place Directorate. We are dedicated to working with our communities to create places where people can live and work comfortably. Places that improve people's wellbeing and maximise life opportunities.

The Council's Strategic Asset Management Plan (SAMP) 2024-2030 as agreed by Cabinet in October 2024 outlines the council's approach to managing its assets. It aims to transform how the council uses its land and property - moving the Council away from being traditional property owners in seeking opportunistic savings and one-off sales, to a more proactive approach as 'place-makers' that considers property as a platform for the delivery of the Council's wider corporate priorities.

The SAMP aims to ensure our assets and property service acts as an enabler for more effective and efficient delivery of council services, and our policies deliver an estate that adapts and responds to this change - one that is leaner and more agile and innovative in the way it supports the delivery of services. Be this through the provision of operational assets to support service delivery, or the management of commercial / investment assets maximising yields and receipts to fund council services.

Our Assets & Property functions are designed to facilitate the delivery of the SAMP 2024-2030 and aligns with the council's strategic ambitions. This includes a strong focus on strategic asset management and a business partnering approach, creating a clear link between asset strategy and assets service delivery.



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Colleagues in Assets & Property teams will need to bring expertise and innovation to their role and will work on local, regional and collaborative projects, often as part of a multi-disciplinary cross functional team.

Facilities Management

The Facilities Management function ensure that the Council's property assets are properly maintained.

The function comprises two key areas of work: operational estate property management and repairs and maintenance.

The operational estate team are responsible for the effective property services approach. The team covers the 'soft' facilities management provision (such as cleaning, catering, caretaking etc). They undertake building compliance checks in EPS buildings, and are responsible for undertaking office moves, setting out meeting rooms, minor repairs (light bulb changes etc).

The Repairs and Maintenance teams are responsible for all the services which relate to the physical fabric of buildings (including mechanical and electrical) and cannot be removed. R&M responsibilities are spilt in line with the business partner approach, with one team focusing on operational assets, and another on commercial and community assets.

Key Responsibilities

- Work closely with Assets & Property colleagues to ensure that the council's portfolio of assets are maintained and meet the relevant standards of Health and Safety and Building Compliance.
- To take "ownership" of a portfolio of Commercial & Community assets and ensure that the assets are maintained to an agreed condition, in line with lease obligations, and operated in a manner that provides a safe and legal environment for the council and its operators. This is a proactive responsibility where the post is required to manage and monitor the overall condition and functionality of each site, whilst liaising with the operators to ensure compliance with all statutory legislation that may be applicable, including corporate matters such as health and safety and safe methods of working for repairs and maintenance.
- To assist the relevant Assets & Property colleagues in planning and co-ordinating the delivery of property repairs and maintenance across the council's Commercial & Community estate, including the development of partnership working with internal and external stakeholders and implementing improvements in cross-cutting working relationships and delivering the team's functions in-line with the wider corporate objectives.
- To provide day to day repairs and maintenance service, small improvements and large scale planned remedial works to Dorset Council's Commercial & Community assets in line with lease obligations with a clear focus on successful outcomes for the customer. Such works to be completed to a high standard and to reflect the requirements of the R&M Programme and operators in respect of achieving timescales and working within allocated budgets, whilst improving the condition of the operational portfolio and environmentally sustainable.



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- To provide professional and technical support and knowledge to Assets and Property & others within the organisation
- Managing, directing and coordinating construction works and projects from feasibility, project initiation to completion, ensuring integration of technical activities delivered to timescales and in a compliant manner.
- Manage external consultants engaged in the design, procurement and delivery of projects.
- To undertake the management of procurement for modern planned maintenance and replacement programmes ensuring the delivery of efficient and effective contracted services in accordance with all applicable procurement and construction legislation.
- Developing and assisting with the preparation and effective management of specific scheme budgets and ensuring adequate monitoring, reporting and control arrangements, including authorising individual payments within financial limits, in respect of the service.
- To assist and contribute to the continuous performance and improvement in service delivery, improving integration and consistency, maximising alternative modes of service delivery including digital and other technologies that enhance efficiency to deliver services that meet the needs of users.
- To undertake periodic out of hours emergency response service for the properties that the council has a maintenance liability for.
- Manage and update property data in relation to your portfolio of assets

There will a requirement for the post holder to participate in an out of hours call out rota, which will include specific weekends and public holidays.

NB: The duties and responsibilities of this post are not restrictive and the post holder may be required on occasion to undertake other duties. This will not substantially change the nature of the post.

Essential & Desirable Criteria

Applicants will be shortlisted on the basis of demonstrating that they fulfil the following criteria in their application form and should include clear examples of how they meet these criteria. You will be assessed in some or all of the specific areas over the course of the selection process.

Qualifications/ training/registrations	
A relevant professional construction-related qualification (Degree level or similar) is required together with significant experience in this building surveying, maintenance and projects.	Essential
Experience	
Experience of working with a wide range of local authority Assets and across different portfolios	Essential
Proven track record of managing the performances of third-party consultants / contractors	Essential
Comprehensive understanding and use of digital property management systems	Essential



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Experience of establishing appropriate contracts and creating a high performing, cost competitive supply chain to meet the Council's needs	
Stakeholder engagement	Essential
Skills, abilities & knowledge	
Demonstrable knowledge of Building Regulations, health and safety legislation etc	
Excellent communicator in both verbal and written format, able to facilitate clear, concise and timely communication amongst others	Essential
The ability to assess and understand legal documents including construction contracts, leases, planning and professional appointments	Essential
Excellent understanding of the workings of the Local Authority, its structure and Services.	Essential
Able to work at pace and under pressure	
A self-starter, highly motivated, enthusiastic, dedicated and driven to achieve high standards and results	Essential
Proven knowledge of performance management techniques and the applications of these in a complex environment.	Essential
An excellent team player who works collaboratively, understands when to seek help if needed and has an ability to support others	Essential
Professional and courteous manner in doing business and dealing with all contacts inside and outside the organisation	Essential
A completer/finisher with a desire to see things through to their conclusion	Essential
High level of political awareness and acumen	Essential
Advanced problem solving and analytical skills with the capacity to devise and implement innovative solutions for strategic change	Essential
Proven ability to deliver technically complex programmes of work to deliver agreed outcomes and objectives	Essential
Able to work at pace and under pressure	Essential
Behaviours	
Respect	
Accountability	
Togetherness	
Openness	
Curiosity	

Travel Requirement

This position has a significant travel requirement. This means that there is a requirement for a vehicle (or transport deemed to be suitable by the Council) to be available on most working days in order to carry out normal duties. Employees in positions with a significant travel requirement are required to provide a replacement vehicle if their usual vehicle is not available over an extended period.

Context statement prepared by:



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Manager	Jessica Maskrey, Head of Assets & Property	Date	February 2025
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