

NOT PROTECTIVELY MARKED

JOB DESCRIPTION

<u>Job Title</u>	Senior Building Surveyor (Projects)
<u>Reports to</u>	Estates Strategic Project Manager
<u>Reporting staff</u>	The post holder is responsible for the coordination of a wide range of contractors

Job Purpose

To assist the Estates Strategic Project Manager in the management of planned strategic capital projects (up to £5m).

Generic Responsibilities/Job Family

Specialist

To provide expert knowledge, advice and support to others within the Service OR to external parties regarding the Service and to ensure the provision of Specialist services in line with Service needs.

To establish, implement and maintain effective procedures and administrative systems including day-to-day financial administration and contributing to administrative planning for the function.

To represent the department/function at meetings and act as Service representative for initiatives as required.

To undertake project tasks or more specialised administrative work relating to the specific function or department.

To manage the collection, maintenance, and integrity of data within Service systems and ensure the timely and accurate provision of information.

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<u>Specific Responsibilities</u>	
1	Responsible for advising and assisting in the co-ordinating of the strategic capital projects programme with the Strategic Estates Project Coordinator.
2	Carrying out feasibility studies on potential strategic capital projects, including carrying out costings and exploring town planning compliance and preparing feasibility reports to issue to the Estates Strategic Project Manager.
3	Assist with the management of contractors and external consultants to deliver the strategic capital projects.
4	Production of drawings, documents and specifications for planning application submissions, building regulation application submissions, tender submissions and for construction issue.
5	Project management of strategic capital projects, liaising with contractors and consultants to ensure projects remain on budget and within programme.
6	Assist the Estates Strategic Project Manager with quality assuring all property works to ensure compliance with legislation, workmanship, materials incorporated within the works and value for money.
7	Monitoring and reporting of revenue and capital budgets to the Estates Strategic Project Manager.
8	Assist the Estates Strategic Project Manager with ensuring strategic capital project procurements are in compliance with relevant legislation, to include value for money and ensuring legally binding contracts are in place to govern the delivery of required works.

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