

Role Description

Role title	Senior Building Surveyor - Client
Directorate	Resources and Corporate Services
Reporting to	Principal Building Surveyor
Grade	8
Evaluation ref	LGR0083
Role Purpose	
<p>To lead a team of Building Surveying professionals who deliver a range of project work to deliver strategic outcomes for the council. Oversees or leads the development and implementation of major building projects and leads the council's condition survey programme. Develops processes, policies and frameworks to ensure best value is obtained through specification, procurement and management of a wide range of projects. Motivates and develops skilled workforce, establishing a customer-focussed culture and maintaining consistent quality standards in delivery.</p>	
Key results area	Accountability
Corporate Responsibilities	<ul style="list-style-type: none"> • Provide clear leadership to deliver the Council's strategic priorities and meet the Council's financial targets, as a member of the Directorates Senior Leadership Team. • Update and advise Elected Members in respect of operational and policy issues in relation to the Services. • Lead the team with a clear identity in terms of flexible and responsive ways of working, inclusive and diverse culture, and high level of employee engagement and wellbeing. • Undertake representational and communication duties on behalf of the Council to promote and protect the Council's interests in matters concerning their specialist areas. • Create, monitor, and review frameworks of performance measures and quality standards to be applied in the delivery of services. • Function as an ambassador for the Council promoting, both internally and externally, the Council's vision, strategic aims, and values. • Value the diversity of Somerset's communities ensuring equality of access and treatment in service delivery and employment. • Function as a role model for Somerset's vision and values. Promotes a culture of continuous improvement that encourages



Somerset
Council

Role Description

	<p>creativity and innovation to ensure services are efficient and develop the potential and flexibility across the Council and its workforce including the motivation and development of employees within the service.</p> <ul style="list-style-type: none">• Ensure that service place as high value on customer responsiveness by demonstrating a commitment to meeting and involving the broadest range of direct and indirect service users, citizens, customers, communities, and businesses.• Support the delivery of the Councils' key strategic aims and objectives ensuring understanding and commitment from staff from across the service.• Support Corporate and Directorate and service specific transformational change programmes with the aim of maximising efficiency, modernising services, and achieving better outcomes and opportunities for service users and customers.• Ensure flexibility in reacting to the needs of the Council, its' customers and partners supporting a culture of continuous improvement.• Ensure compliance with all relevant legislation, the Council's standards of conduct, organisational policy, and professional codes of conduct to uphold standards of best practise.• Accountable for compliance with all relevant health and safety legislation and Somerset Council H&S policies.
Operational Delivery	<p>Line management, supervision and oversight of direct reports and leadership of specialist technical team. Ensures that the council discharges its duty of care to staff in area of responsibility, and that the council meets its legal responsibilities relating to the Construction Design and Management Regulations where these apply to projects and programmes in area of responsibility.</p> <p>Uses professional skills and experience to manage and supervise the provision of a range of building surveying and project services for the council's internal customers and external customers as agreed through Service Level Agreements, including:</p> <ul style="list-style-type: none">- Provision of traded / subscription services to LA Maintained schools relating to building surveying disciplines (condition survey programme).- Client leadership, project feasibility, scoping and design / specification for a wide range of building construction projects.- Technical subject matter expert input into major building construction projects, e.g. design input, clerk of works oversight, snagging, building defects.



Somerset
Council

Role Description

	<p>Ensures that key professional and technical personnel in area of responsibility are appropriately competent and qualified to carry out specialist functions and provide advice.</p> <p>Uses professional skills, experience and judgement to manage risks relating to building fabric or structural failure through rapid diagnosis and response to emerging issues (e.g. fire or storm damage to buildings, observed deterioration of fabric or structural components).</p>
Programme and Project development, external funding	<p>Supports the Principal Building Surveyor to develop major maintenance projects across the schools and non-schools estate, making recommendations to prioritise works proposals to mitigate risk.</p> <p>Supports or leads on bids for external funding for building condition and / or decarbonisation projects. Develops corporate knowledge and understanding of the lifespan of particular buildings or specific construction types, together with strategies to mitigate the risk of unplanned building failure.</p> <p>Uses professional skills and experience to recommend optimum project management, specialist advisory services & works delivery / supply chains for the delivery of complex projects.</p> <p>Organise work programmes and priorities for the service in order to deliver efficient, added value service delivery. Acts as lead client as required for projects / programmes of more significant complexity, impact or risk; co-ordinates a range of technical / professional input from other departmental specialists taking a lead role across a range of functional specialisms. Operates project / programme gateway procedures to ensure risks are managed effectively and projects are well governed.</p>
External trading & budget management	<p>Supports the Principal Building Surveyor and relevant Heads of Service in the council's Education directorate to develop core services offered to schools, including associated pricing to ensure full cost recovery. Reviews resource levels regularly to ensure that resource costs align with income.</p> <p>Manages relationships with external customers at the operational / tactical level.</p> <p>Monitors and reports on planned and unplanned expenditure and ensures costs are controlled at project level.</p> <p>Establishes project budgets and recommends contingency levels, drawing upon external or internal cost estimation as required.</p>



Somerset
Council

Role Description

<p>Procurement & contract management</p>	<p>Working jointly with the council's Procurement department, delivers the effective management of supply chains in area of responsibility to drive value and efficiency.</p> <p>Manages relationships with key suppliers in area of responsibility at the tactical / operational level. Oversees, as lead officer, the council's use of relevant supply chain frameworks for maintenance and minor works projects.</p> <p>Accountable for ensuring that effective contract management arrangements are in place for contracts in area of responsibility.</p>
<p>Monitoring, Performance frameworks, innovation & development</p>	<p>Delivers a range of technical management activities to ensure projects and programmes are monitored effectively. Provides reports to clients and departmental senior leadership team at programme level.</p> <p>Resolves complex problems relating to the service to ensure quality delivery; takes corrective action where necessary to ensure the achievement of business objectives.</p> <p>Identifies and leads opportunities for transformational change, working collaboratively to make such changes happen with the aim of maximising efficiency, modernising services, and achieving better outcomes and opportunities for customers.</p> <p>Champions professional development, learning and innovation within the department, through coaching, mentoring and professional leadership.</p>
<p>Asset Management System & Asset Records</p>	<p>Accountable for ensuring that the council's asset records are effectively maintained within portfolio of responsibility. Ensures that the council's corporate Asset Management System is updated and maintained accurately.</p> <p>Responsible for assessing condition across the council's corporate and LA maintained school estates; maintains an accurate record of asset condition and maintenance requirements.</p>
<p>Stakeholder Engagement</p>	<p>Develops and maintains effective working relationships with Headteachers, Service Directors and other senior managers to ensure Building Surveying services are responsive to changing service requirements and provide effective support within available budgets.</p> <p>Identifies and manages stakeholders up to D-suite level, finding out their needs/issues/concerns and reacting to these effectively. Builds strong customer relationships and delivers customer-centric solutions.</p>



Role Description

Somerset
Council

Dimensions of role

- Accountable for management of significant programme of projects with self-directed responsibility for oversight (individual project projects range from £200,000 to £5,000,000).
- Manages a team of c. 3 professional staff.
- Responsible for co-ordinating / instructing a wide range (c. 20-30) of internal and external stakeholders, suppliers and specialist agents / advisors.
- All building surveying work is carried out with a long-term planning horizon – c. 10-15 years.

Qualification/ Knowledge / skills / experience

Qualifications

- Relevant degree and / or professional qualification and / or equivalent experience.
- Associate membership of the Royal Institution of Chartered Surveyors (Building Surveying pathway) or membership of the Chartered Institute of Building.
- Evidence of work related continuing professional development.

Skills

- Proven financial and contract management skills – Essential
- Proven ability to deliver complex projects and programmes without supervision – Essential

Experience

- Evidence of working with and influencing a range of stakeholders and partners – Essential
- Evidence of ability to develop, analyse and evaluate data and complex technical information – Essential
- Confident to work on own, independently and as part of a team – Essential
- Experience of managing programmes and complex, multi-disciplinary projects, including supervision of more junior staff – Essential
- Comprehensive knowledge of statutory regulations relating to service area and related functions - Essential
- Subject matter expertise and detailed professional knowledge in area of specialism, developed through training, continuous professional development and post-qualification operational practice – Essential
- Experience of advising stakeholders and clients on complex/specialist issues relating to role - Essential
- Sound working knowledge of the statutory, regulatory, policy and contractual frameworks within which client service areas operate – Essential



Somerset
Council

Role Description

Notes	
Competencies / attributes	Somerset Council has developed an attributes framework which will be a key component of the role; this can be found on the Council's website.
Working conditions:	Regular travel to a variety of sites around Somerset, including inspection or review of a wide range of assets, some in rural areas which require some physical effort to access.
Working arrangements:	N/A