



Job Description

| | |
|-------------------------|--|
| Post: | Building Surveyor |
| Directorate: | Development and Regeneration |
| Team: | Building Fire Safety Team |
| Grade: | PO2 |
| Responsible to: | Assistant Director for Building Fire Safety |
| Responsible for: | N/A |

Purpose of Job

The Building Surveyor will work within the Building Fire Safety Team under the Development and Regeneration directorate. The principle role will be to assist Poplar HARCA in meeting its obligations to identify, manage and resolve FRA actions in a timely manner, which arise from Fire Risk Assessments carried out across its residential housing stock.

The role sits within the Building Fire Safety Team, which is required to deliver on Poplar HARCA's programme of cladding remediation, programme of Fire Risk Assessments, and our Building Safety Act 2022 compliance work.

Work as a team to ensure that all properties are safe and comply with building fire safety standards and requirements.

Main Duties and Responsibilities

Services delivery

- Be responsible for the smooth running of surveying activities including:
 - Assess Fire Risk Assessment (FRA) actions arising from Fire Risk Assessments by undertaking surveys to diagnose cause and remedial action required
 - Evaluate work packages related to FRA remedial works
 - Supervising contractors and the co-ordinating multiple trades
 - Assisting with the management of contracts
 - Managing a delegated budget
 - Carrying out site visits to ensure works progress in line with expectations
 - Preparing technical reports, detailed specifications and scheme design drawings

- Implementing robust quality control measures including post-inspections
- Managing the diagnosis, specification, ordering, completion and payment of works
- Scrutinising and authorising of variations and invoices
- Undertaking feasibility studies, option appraisals and budget estimates
- Ensuring that targets are met and works are completed to time and budget
- Updating and engaging with residents in a timely, considerate and courteous manner

Procurement and contract management

- Ensure that contractors perform in line with expectation, and that any areas of weakness are addressed
- Assist with the procurement of works and services
- Prepare schedules and contract conditions for contracts
- To keep abreast of all procedural, legislative, good practice and current professional standards as they relate to the building / maintenance surveying function.

Record keeping

- Maintain data bases, records and information in accordance with the organisation's policies and procedures, relevant legislation and best practice guidelines
- Audit and validate data regularly

Monitoring and reporting

- Monitor and report on the quality of services provided by contractors
- Prepare/assist with reports for managers, Committees and Estate Boards

Technical guidance and advice

- Provide technical advice, support and practical assistance to the Building Fire Safety Team, the wider Development and Regeneration directorate and other Poplar HARCA staff
- Where occasionally required, to work closely with other Building Surveyors to ensure that surveying services within other teams are always covered and to assist with the smooth running of all surveying related schemes.
- Represent Poplar HARCA at a variety of meetings

General

- Deal with, and respond to, all FRA action related enquiries, correspondence and complaints
- Keep up to date with developments in legislation and best practice, including new technologies
- Work with staff from across the organisation to resolve problems and improve services
- Adopt a "health and safety first" approach to all activities including risk assessment and mitigation
- Perform other duties as may be reasonably required by your line manager

- Conduct yourself in line with Poplar HARCA's policies, procedures, rules and standards
- Undertake out of hours work as required

Person Specification

Post: Building Surveyor

Grade: PO2

Team: Building Fire Safety Team

Directorate: Development and Regeneration

It is essential that your written supporting statement provides evidence, or specific examples, of your skills/knowledge/experience in each of the short-listing criteria. If shortlisted, you should expect all of the criteria to be assessed.

All criteria are essential unless stated otherwise.

| Requirements | Criteria |
|--------------------------------|---|
| 1. Qualifications/ Training | a. HNC or equivalent experience in appropriate disciplines. |
| 2. Skills | a. Able to organise, plan and deliver the surveying work plan b. Able to manage financial and contractual controls c. Able to use initiative and manage workloads d. Able update, monitor and analyse data e. Effective communication f. Able to influence, negotiate and persuade g. Intermediate IT skills including MS Word, Excel and Outlook h. Ability to achieve deadlines in a high-pressure environment |
| 3. Experience | a. Demonstrable surveying experience or similar role within the built environment b. Managing and advising on repair cases and queries c. Managing and delivering schemes of work d. Preparing and delivering work plans to target and budgets e. Experience of managing health and safety on sites |
| 4. Knowledge | a. Knowledge of construction industry procedures and legislative frameworks b. Knowledge of best practice in surveying c. Knowledge of the Building Safety Act 2022 d. Awareness of the needs of deprived, diverse communities |
| 5. Key Competencies | a. Putting others first b. Achieving Results c. Open to change d. Informed and informing e. Personal Progress f. Partnership Working g. Problem Solving |