

## **APPLICATION FOR EMPLOYMENT**

Thank you for the interest you have shown in the vacancies within Stockton on Tees Borough Council.

Completed forms can be e-mailed to [recruitment@xentrall.org.uk](mailto:recruitment@xentrall.org.uk) or posted to **Xentrall Recruitment Services, PO Box 891, Stockton on Tees, TS19 1JT**, marking the envelope in the top left hand corner with the post reference number.

In accordance with our recruitment procedures, your application will only be considered if it is received on or before the closing date as shown in the advertisement.

In the interests of economy, applications received via the post are not automatically acknowledged. If you require confirmation that your application has been received please enclose a stamped addressed envelope or telephone 01642 526992.

If you have not been contacted within 4 weeks of the closing date for receipt of applications, please assume that on this occasion your application has not been successful.

## **Senior Building Surveyor**

**Vacancy ID: 009610**

Salary: £32,233 - £35,229 Annually

Closing Date: 30-12-18

### **Benefits & Grade**

Grade L

### **Contract Details**

Permanent

### **Contract Hours**

37 hours per week

### **Job Description**

An exciting opportunity has arisen for an ambitious and highly motivated Senior Building Surveyor to work within the Construction & Facility Services department based at Cowpen Depot for Stockton-On-Tees Borough Council.

Construction & Facility Services is responsible for the delivery of the planned, reactive and cyclical projects across the authority and its partners.

The post holder will have experience in building surveying, producing specifications and drawings for construction projects. The role will involve managing client and contractor relationships to achieve positive outcomes.


For detailed information on this role, please refer to the Job Description and Person Specification.

Please ensure you refer to the essential and desirable criteria detailed in the Person Specification when completing your application as they are used to select candidates for interview.

For a further informal discussion, please contact Darren Robinson, Business Development Manager, on 01642 524910 or [darren.robinson@stockton.gov.uk](mailto:darren.robinson@stockton.gov.uk)

An online application form and further information is available from [www.stockton.gov.uk/job-vacancies/](http://www.stockton.gov.uk/job-vacancies/). Alternatively you can contact Xentrall Recruitment Services, Tel: (01642) 526992 or email [recruitment@xentrall.org.uk](mailto:recruitment@xentrall.org.uk)

Stockton-on-Tees Borough Council ensures that all customers, both internal and external receive a consistently high quality level of service.

 <b>Stockton-on-Tees</b> BOROUGH COUNCIL		<b>JOB DESCRIPTION</b>
<b>DIRECTORATE:</b> Community Services		<b>SERVICE AREA:</b> Facility Services
<b>JOB TITLE:</b> Senior Building Surveyor		<b>GRADE:</b> L
<b>REPORTING TO:</b> Principal Building Surveyor		<b>POST REF:</b> 10273
<b>1.</b>	<b>JOB SUMMARY:</b> To be responsible to the Principal Building Surveyor for the provision of a Building Surveying Service. Responsible for such supporting staff as may be allocated.	
<b>2.</b>	<b>MAIN RESPONSIBILITIES AND REQUIREMENTS</b>	
<b>2.01</b>	To assist the Commercial and Facility Services Manager in the management and co-ordination of maintenance and minor works programmes of the Council.	
<b>2.02</b>	Carry out surveys and prepare reports on the condition of buildings and services in existing properties and submit recommendations and estimates for repairs or improvements. Analyse and comment on inspection reports prepared by others.	
<b>2.03</b>	To be responsible for the production, management and supervision of individual projects associated with the maintenance and minor works programmes as required by the Commercial and Facility Services Manager.	
<b>2.04</b>	To be responsible for the production, management and supervision of individual external projects as allocated by the Commercial and Facility Services Manager.	
<b>2.05</b>	Undertake interim valuations, assess cost variations and approve final accounts on projects.	
<b>2.06</b>	Monitor progress on building projects including projects delivered by external partners.	
<b>2.07</b>	Carry out inspection of schemes, as necessary during construction, at practical completion and end of defects liability period making appropriate comments and recommendations to close down projects to a satisfactory conclusion.	
<b>2.08</b>	Manage project tender processes. Using appropriate Framework Agreements.	
<b>2.09</b>	To prepare and update CAD (Computer Aided Design) drawings to support projects across the Community Services Directorate.	
<b>2.10</b>	To prepare reports, statistics and other information for management purposes.	
<b>2.11</b>	To prepare an annual programme of planned maintenance and undertake inspections of Council-owned properties and as part of the programme of planned maintenance and to ensure that such premises are being maintained to agreed standards.	
<b>2.12</b>	To inspect property prior to leasing at the request of the Land and Property Manager and prepare schedules and costings of work necessary before premises can be re-let.	
<b>2.13</b>	To investigate and action insurance claims for damage to Council leased property, liaising as necessary with the insurers involved, specialist advisers etc. and making appropriate recommendations.	
<b>2.14</b>	To carry out periodic assessments for fire insurance purposes of all types of Council property, undertaking inspections as necessary.	

<b>2.15</b>	To progress schemes for architectural and civil engineering works to all Council owned properties as directed.
<b>2.16</b>	To attend meetings of Council Committees, Sub-Committees, Working Parties etc. as required.
<b>2.17</b>	To liaise with the Energy Services Officer in developing energy efficient means of maintaining properties within the Council's ownership.
<b>2.18</b>	To participate in staff training procedures aimed at enhancing the performance and efficiency of the Directorate, including the operation of computer-aided design equipment.
<b>2.19</b>	To take reasonable care of your own health and safety and co-operate with management, so far as is necessary, to enable compliance with the Authority's health and safety rules and legislative requirements.
<b>2.20</b>	To undertake such personal training as may be deemed necessary to meet the duties and responsibilities of the post.
<b>2.21</b>	To undertake such other duties and responsibilities commensurate with the grading and nature of the post.

### **3. GENERAL**

**Job Evaluation** - This job description has been compiled to inform and evaluate to the grade using the NJC Job Evaluation scheme as adopted by Stockton Council.

**Other Duties** - The duties and responsibilities in this job description are not exhaustive. The post holder may be required to undertake other duties from time to time within the general scope of the post. Any such duties should not substantially change the general character of the post. Duties and responsibilities outside of the general scope of this grade of post will be with the consent of the post holder.

**Council Values, Behaviour Framework, and Code of Conduct** - The post holder is required to carry out the duties in accordance with Council values, behaviour framework, code of conduct, professional standards and promote equality and diversity in the workplace.

**Shaping a Brighter Future** – The post holder will embrace the Council's "Shaping a Brighter Future" programme.

**Customer Services** – The post holder is required to ensure that all customers both internal and external, receive a consistently high quality level of service, commensurate to the standards required by Stockton-On-Tees Borough Council.

**Policies and Procedures** - The post holder is required to adhere to all Council Policies and Procedures.

**Health and Safety** - The post holder has a responsibility for their own health and safety and is required to carry out the duties in accordance with the Council Health and Safety policies and procedures.

**Safeguarding** - All employees need to be aware of the possible abuse of children and vulnerable adults and if you are concerned you need to follow the Stockton Council's Safeguarding Policy. In addition employees working with children and vulnerable adults have a responsibility to safeguard and promote the welfare of children and vulnerable adults during the course of their work.

**PERSON SPECIFICATION**

<b>Job Title</b>	Senior Building Surveyor	<b>Grade</b>	L
<b>Directorate</b>	Community Services	<b>Service Area</b>	Facility Services
<b>Post Ref</b>	10273	<b>Reporting To:</b>	Principal Building Surveyor

	ESSENTIAL	DESIRABLE	MEANS OF ASSESSMENT
Qualifications	<ul style="list-style-type: none"> <li>HNC in Construction or Building or equivalent</li> <li>AutoCad qualification</li> <li>GCSE or equivalent in English and Maths</li> </ul>	NEBOSH General Certificate	Application Form
Experience	<ul style="list-style-type: none"> <li>Experience in project management</li> <li>Experience of contract management</li> <li>Experience of using AutoCad to prepare and update drawings</li> </ul>	<ul style="list-style-type: none"> <li>Experience in a construction related area</li> <li>Experience of working both as part of a team and on own initiative</li> <li>Experience of working in a customer focused service</li> <li>Experience of using computerised systems</li> <li>Experience of quality management systems, standards and targets</li> <li>Experience working to tight timescales and deadlines.</li> </ul>	Application / Interview
Knowledge/ Skills	<ul style="list-style-type: none"> <li>Strong working knowledge around construction</li> <li>Good working knowledge of Microsoft Office Packages</li> </ul>	<ul style="list-style-type: none"> <li>Working knowledge of relevant construction legislation, procedures and practices</li> <li>Ability to read, interpret and produce high quality specifications and drawings</li> <li>Ability to demonstrate personal initiative in</li> </ul>	Application /Interview

		<p>order to find innovative solutions to service specific challenges</p> <ul style="list-style-type: none"> <li>• Knowledge of Health and Safety requirements in relation to construction related risk</li> <li>• Knowledge of relevant quality standards</li> <li>• Ability to deal with a variety of customer issues, concerns and requests for service.</li> <li>• Ability to provide excellent customer service</li> <li>• Ability to learn and undertake multi-functional duties in a busy and challenging operational environment</li> <li>• Ability to deal with confidential information</li> <li>• Ability to record and process data accurately</li> <li>• Ability to work under pressure and achieve deadlines</li> <li>• Ability to communicate effectively</li> <li>• Well organised</li> <li>• Adopt flexible approach to work in line with departmental requirements</li> </ul>	
Specific behaviours relevant to the post	<ul style="list-style-type: none"> <li>• Demonstrate the Council's Behaviours which underpin the Culture Statement</li> </ul>		Application / Interview
Other Requirements	<ul style="list-style-type: none"> <li>• Flexibility around working to meet the needs of the workload</li> </ul>		Interview

## **Conditions of Service**

### **General**

Conditions of service will vary from service to service. However, there are some general points to cover.

Conditions of service generally are those contained in the appropriate National Joint Council Schemes but have been supplemented in a number of areas by locally agreed conditions. The relevant Handbooks are available for reference in all departments.

### **Office Hours**

The normal working week is 37 hours. Council offices are generally open to the public from 8.30 a.m. to 5.00 p.m. (4.30p.m. on Friday). The majority of office staff are able to take part in the Councils flexible working hours scheme. Elsewhere, fixed hours or shift working may be operated according to the needs of a particular service.

### **Annual Leave**

The basic annual leave entitlement is 26 days plus 8 public holidays. Employees with 5 years continuous service receive 31 days annual leave.

### **Sick Pay**

Most employees are covered by the provisions of the nationally agreed sick pay schemes which allow periods of absence on half pay and full pay according to length of service.

### **Pension**

You will automatically be entered into the Local Government Pension Scheme (LGPS) unless you choose to opt out. This is a contributory pension scheme and meets Government standards for automatic enrolment. If you do not opt out within three months of joining the LGPS, you will not be eligible to receive a refund of your contributions but will instead be given deferred benefits within the Scheme. If you decide to opt out of the Scheme your employment, earnings and age will be monitored in line with automatic enrolment guidelines.

### **Medical Examination**

Before commencing your employment, you will need to complete a medical questionnaire and may be subject to a medical examination.

### **Probation**

New entrants to Local Government will be required to complete a six month probationary period.

### **Equal Opportunities**

The Council is working towards an environment where all employees, residents and service users receive equal treatment regardless of gender or gender reassignment, marital or civil partnership status, sexual orientation, age, disability, race, religion or belief, social origin, pregnancy and maternity.

### **Job Sharing**

A voluntary Job Sharing Scheme is in operation. Applications to job share are welcome and there is no requirement for you to apply with a partner.

### **Payment of Salaries**

Salaries are paid monthly on the last working day of the month. All payments are made by credit transfer direct to a nominated bank or building society.

### **Smoking Policy**

The Council operates a No Smoking Policy.

**Politically Restricted Posts**

The Local Government and Housing Act 1989, as amended by the Local Democracy, Economic Development and Construction Act 2009 designate certain posts as politically restricted. If this is the case it will be detailed on the job description and means that you would be disqualified from being a member of a Local Authority, the House of Commons or of the European Parliament. Further information is available upon request.

**Rehabilitation of Offenders Act 1974**

Having a criminal record will not necessarily bar you from working for the Council. This will depend on the nature of the post and the circumstances and background of your offence(s). To assist the Council in determining the suitability of your employment, certain posts are subject to a DBS check. If this is the case an appropriate statement will appear in the recruitment advertisement.