

Job vacancy – Building Surveyor, Property and Asset – REF: TGHC595

- **Job title:** Building Surveyor
- **Service area:** Property and Asset
- **Job ref:** TGHC595
- **Grade:** Grade J £33,136 – £36,153 per annum (SCP 37-40). 2 x 12 Month Fixed Term Post – 37 hours per week.
- **Applicable to:** External vacancy
- **Closing date:** Midnight on Sunday 16th December 2018

The Gateshead Housing Company does not accept CVs.

An opportunity has arisen in the Property and Assets Team for the role of two Building Surveyors on a 12 month fixed term contract.

The role of the Building Surveyor will be to carry out inspection (potentially working at height), investigations and surveys to diagnose and remedy building defects in relation to high rise fire safety.

You will be able to demonstrate and evidence a history of working with the public, and key stakeholders, utilising effective technical, negotiation and communication skills to adopt a problem solving approach and ensure that building assets are improved and refurbished to a high standard.

To be the successful applicant you will need to be educated to Degree Level in Building Surveying and have extensive on the job experience in your field, as well as hold CITB Site Safety Certificate or equivalent, a valid CSCS card and valid driving license. . **If you do not hold a valid CSCS card but you meet the requirements of the post the company will support you to achieve this.**

For an informal discussion about the role please email Steve Cook Service manager, or call ext. 7250.

You should consider the **job profile** when applying, giving examples of how you meet the criteria.

What to do next?

- Read the **job profile** of this role.
- Consider the essential and disable criteria for this role.
- Ensure you meet **all** the **essential criteria** before applying.
- Complete our online **application** ensuring you provide evidence within the body of your application that you meet the **essential criteria**, giving examples where appropriate.
- Applicants who do not evidence that they meet the essential criteria will not be shortlisted for the next stage of the recruitment process.
- Complete the online **confidential** form
- If you prefer you can download a printable **application** and **confidential** forms. You must complete **both** forms for your application to be considered.
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- **Assessments will be by application, online assessment and interview for this vacancy.**

Note: The online **application** and **confidential** forms are on our external website, in order to enable employees to complete the online forms away from work if they wish.

Applications are to be returned by email or post no later than midnight on Sunday 16th December 2018 to:

hr@gatesheadhousing.co.uk

or

Human Resources Team
The Gateshead Housing Company
Civic Centre
Regent Street
Gateshead
NE8 1JN

The Gateshead Housing Company does not accept CVs.

If you need any further advice email the **Human Resources Team** or call ext 5333.

Why you will love working for us

We know that we can't achieve our vision without the right team of people.

We expect our employees to work in partnership with colleagues, and to apply their skills effectively with commitment and enthusiasm. In return we do our best to make sure they are happy in their work by listening to their ideas and making them feel welcome.

Because we work in partnership with Gateshead Council, we can offer you all the benefits of working for a large organisation as well as the intimacy of working for a small, independent team.

You will be able to take advantage of:

- Our Local Government Pension Scheme
- Occupational health
- Appropriate training courses
- A **work life balance** policy
- Flexitime scheme
- Generous annual leave entitlement.

The Gateshead Housing Company is an equal opportunities employer and welcomes applications from candidates of any age, disability, marital status, race or sex.

Job profile – Building Surveyor

Grade J

- **Location:** Gateshead, Shearlegs Road
- **Service:** Property & Assets
- **Grade:** J (SCP 37 – 40)
- **Car user status:** Casual

Job purpose

To provide building surveying services within tenanted and leasehold properties.

The key roles of this post will include:

1. Carrying out inspections (potentially working at heights), investigations and surveys to diagnose and remedy building defects in relation to high rise fire safety.
2. To evaluate proposals from manufacturers and subcontractors to remedy building defects.
3. To prepare estimates for planned works including budget and life-cycle costs.
4. To ensure that any warranties, certification, accreditation and registration for any aspects of the work is achieved, recorded and controlled.
5. To produce reports, develop specifications and suitable scope of works packages following analysis of repairs data, asset data, H&S risk assessments or survey data.
6. Produce full working drawings using AutoCAD.
7. To undertake research and development into maintenance solutions and the promotion of these.
8. To procure in accordance with The Gateshead Housing Company's contract procedural rules and construction protocol.
9. To assist the Contract Administrator in the preparation of tender documentation.
10. To undertake inspection of works in progress and completed works to ensure these have been completed to a satisfactory standard and in accordance with manufacturer's instructions.
11. To liaise with interested stakeholders and contractors to ensure compliance with Health, Safety and CDM legislation and any other statutory contractual obligations such as planning or building control consent etc.
12. To fulfil the role of Principal Designer.
13. To work with members of the public. Effectively negotiate and adopt a problem-solving approach with all interested stakeholders and partners to ensure that building assets are improved and refurbished to a high standard.
14. To demonstrate a positive, diverse and inclusive attitude to both internal and external customers and colleagues

15. Such other responsibilities allocated which are appropriate to the grade of the post.

Criteria

Essential

Experience:

- Delivering Building Surveying services.
- Defect diagnosis.
- Preparing detailed plans and schedules of works.
- Preparing specifications.
- Construction Design and Management Regulations 2015.
- Procurement.
- Contractor engagement and management.
- Surveying and developing works for fire safety refurbishment contracts.
- Fulfilling role of Principal Designer and discharging of duties.

Qualifications:

- Qualified to degree level in Building Surveying
- CSCS card or equivalent safety qualification
- Driving license

Skills & Knowledge:

- Excellent verbal and written communication and customer care skills with the ability to direct and influence operatives on site.
- IT skills with working knowledge of Microsoft Office and competent in the use of AutoCAD.
- Understanding of equality and diversity legislation.
- Providing excellent customer service.
- Working within occupied homes / buildings.
- A sound knowledge of current Fire Safety Regulations and Technical Guidance.
- To be able to demonstrate an understanding of what equality and diversity means in the workplace

Desirable

Experience:

- Previous managerial experience within construction.
- Delivering and managing in a changing environment.
- Surveying and developing works within High Rise occupied housing blocks.
- Experience of undertaking and producing Fire Risk Assessments.

Qualifications:

- Qualified to degree level in Building Surveying
- Relevant professional qualification

Skills & Knowledge:

- Microsoft Project skills.
- Working with a diverse range of customers

COMPETENCIES

DECIDING AND INITIATING ACTION

Takes responsibility for actions, projects and people; takes initiative and works under own direction; initiates and generates activity and introduces changes into work processes; makes quick, clear decisions which may include tough choices or considered risks.

WORKING WITH PEOPLE

Shows respect for the views and contributions of other team members; shows empathy; listens, supports and cares for others; consults others and shares information and expertise with them; builds team spirit and reconciles conflict; adapts to the team and fits in well.

RELATING AND NETWORKING

Easily establishes good relationships with customers and staff; relates well to people at all levels; builds wide and effective networks of contacts; uses humour appropriately to bring warmth to relationships with others.

PERSUADING AND INFLUENCING

Gains clear agreement and commitment from others by persuading, convincing and negotiating; makes effective use of political processes to influence and persuade others; promotes ideas on behalf of oneself or others; makes a strong personal impact on others; takes care to manage one's impression on others.

WRITING AND REPORTING

Writes convincingly; writes clearly, succinctly and correctly; avoids the unnecessary use of jargon or complicated language; writes in a well-structured and logical way; structures information to meet the needs and understanding of the intended audience.

APPLYING EXPERTISE AND TECHNOLOGY

Applies specialist and detailed technical expertise; uses technology to achieve work objectives; develops job knowledge and expertise (theoretical and practical) through continual professional development; demonstrates an understanding of different organisational departments and functions.

PLANNING AND ORGANISING

Sets clearly defined objectives; plans activities and projects well in advance and takes account of possible changing circumstances; identifies and organises resources needed to accomplish tasks; manages time effectively; monitors performance against deadlines and milestones.

