

**DARLINGTON BOROUGH COUNCIL**

**ECONOMIC GROWTH AND NEIGHBOURHOOD SERVICES**

**JOB DESCRIPTION**

<b><u>POST TITLE :</u></b>	<b>BUILDING SURVEYING MANAGER</b>
<b><u>GRADE :</u></b>	<b>Grade Q</b>
<b><u>JOB EVALUATION NO.</u></b>	<b>D3329</b>
<b><u>REPORTING RELATIONSHIP</u></b>	<b>The post holder reports to the Head of Building Services</b>
<b><u>JOB PURPOSE :</u></b>	<b>To lead and manage the Surveying Teams within Building Services: working across a wide range of high value capital projects including new build. Ensuring all projects are appropriately surveyed, specified, scheduled, procured and contract managed. Play a key role in the development and monitoring of the Housing Asset Management Plan.</b>
<b><u>POST NO.</u></b>	<b>D14103</b>
<b><u>PDR COMPETENCY FRAMEWORK</u></b>	<b>Level 2, Core Management Competencies for all managers</b>

**MAIN DUTIES/RESPONSIBILITIES**

1. Effectively manage the surveying teams and all operational elements of their work, including major capital programmes for Housing, Schools and Corporate Landlord. Work includes new build, planned maintenance, cyclical maintenance, large responsive maintenance work and asbestos management.
2. Provide technical advice and support to AD Housing and Building Services on the Housing Asset Management Plan and advise on programmes of work.
3. Ensure all surveys, specifications and schedules required for all projects delivered by the surveying team are completed to appropriate standards to identify all relevant works required, accurately estimate costs and delivery timescales and inform necessary tendering documentation.
4. Ensure that all projects completed by the surveying team have contracts that are prepared, tendered, negotiated and managed in accordance with the Council's policies and procedures and in line with good practice.
5. Manage all dealings with contractors and suppliers in accordance with council policies and procedures, and within financial regulations. Programme each scheme for refurbishment/repair. Monitor the performance targets for each contract to ensure that they are within budget and fully compliant

6. Take responsibility for accurately monitoring expenditure against budget for all contracts supervised by the team, reporting variations and taking action where necessary to maintain expenditure at the correct level, including preparing reports and statistics regularly.
7. Provide a high quality customer focused, professional asset management service as part of the overall management service of high value planned investment programmes.
8. Ensure that the quality of workmanship and customer care are maintained and monitored, and contractor performance is managed in a professional manner, encouraging a partnership approach to contract management and service delivery.
9. Periodically review specifications and products in liaison with appropriate Officers within Housing and Building Services.
10. Identify and plan developments and improvements in planned maintenance, review, monitor and implement service improvements.
11. Carry out site inspections and visits to customer's homes as required.
12. To organise and facilitate any open days/launch meetings as required to carry out an improvement scheme.
13. Provide technical advice to supervised staff and other members of the Building Services Team as and when required.
14. Make presentations to meetings as required. Communicate effectively with residents groups, councillors, customers and colleagues, (attend evening meetings where necessary). Hold and Chair progress meetings with contractors and team meetings.
15. Carry out duties of a Supervising Officer including duties related to recruitment and selection of staff.
16. Promote and share best practice with others, working in a co-operative, collaborative manner with colleagues to continually drive and improve upon performance.
17. Liaise with all other stakeholders including all other Council departments, external agencies, contractors and partners, tenants and Tenant Groups, as appropriate.
18. Motivate and support the team to deliver a tenant focused repairs and maintenance service by obtaining and interpreting tenant's requirements and where appropriate incorporating these into contract specifications and documentation.
19. Investigate customer complaints, analyse trends and take appropriate remedial action.
20. To keep abreast of all relevant technical developments in the construction industry, new legislation, British Standards, Building, Electrical, Legionella and Gas Regulations, etc.
21. Work closely with the Health and Safety team and contractors to ensure that health and safety considerations are embedded into all stages of project work.
22. Ensure safeguarding considerations for customers, contractors and DBC employees are embedded into all project work.
23. Undertake training as necessary to meet the duties and responsibilities of the post.

## **General**

24. Ensure that the PDR process operates effectively within your team and end of year reviews are completed and submitted to the Council's timescales.
25. Manage your team in line with all the Council's policies and procedures and ensure that employees are aware of their obligations under these.
26. Behave according to the Employees' Code of Conduct and ensure that you are aware of your obligations and responsibilities re conflicts of interest, gifts, hospitality and other matters covered by the Code.
27. Ensure that the Council's Equality agenda is implemented effectively in your team and to carry out your duties as a [manager / supervisor] and employee in line with these.
28. To fulfil your health and safety management role as detailed in both Corporate and Group Health and Safety Policies, organisational statements and procedures to ensure a safe working environment for yourself, members of your team and others who may be affected by your team's activities.
29. Any other duties of a similar nature related to this post that may be required from time-to-time.
30. Darlington Borough Council and schools within the Borough are committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment.

Date: November 2018

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All appointments are subject to satisfactory references.

<b>Criteria No.</b>	<b>Attribute</b>	<b>Essential (E)</b>	<b>Desirable (D)</b>
	<b>Qualifications &amp; Education</b>		
<b>1</b>	HND or equivalent in Building Studies	<b>E</b>	
<b>2</b>	Degree in Construction related Subject		<b>D</b>
<b>3</b>	Associate membership of professional organisation related to building i.e. RICS/CIOB		<b>D</b>
	<b>Experience &amp; Knowledge</b>		
<b>4</b>	Knowledge of construction and Building surveying techniques and practices	<b>E</b>	
<b>5</b>	Approximately 5 years' experience in the construction industry (construction/maintenance environment)	<b>E</b>	
<b>6</b>	knowledge and understanding of housing repair and maintenance including Decent Homes and HHSRS legislation	<b>E</b>	
<b>7</b>	Experience of managing budgets and sound knowledge of contract documentation and preparation	<b>E</b>	
<b>8</b>	Experience in project management from inception to final account	<b>E</b>	
<b>9</b>	Awareness of health and safety issues including CDM regulations	<b>E</b>	
<b>10</b>	Approx. 5 years experience of procurement methods and partnering processes	<b>E</b>	
<b>11</b>	Experience of working in a housing contracting setting	<b>E</b>	
<b>12</b>	IT Literate, capable of using MS Word / Excel and office packages	<b>E</b>	
<b>13</b>	Approx. 5 years experience of management and delivery of major projects	<b>E</b>	
<b>14</b>	Approx. 5 years experience of effective budget management	<b>E</b>	
<b>15</b>	Experience of partnership working	<b>E</b>	
<b>16</b>	Knowledge and understanding of the principles of procurement, contracting, and monitoring	<b>E</b>	

<b>17</b>	Approx. 3 years experience of developing, implementing, monitoring and reviewing policies and procedures	<b>E</b>	
<b>18</b>	Approx. 3 years knowledge and experience of staff management including performance development	<b>E</b>	
<b>19</b>	Experience of Local Authority processes		<b>D</b>
<b>20</b>	Knowledge and experience of using C.A.D to produce detailed working drawings		<b>D</b>
<b>Skills</b>			
<b>21</b>	Effective communication skills both verbal and written together with the ability to use appropriate styles and arguments to influence and negotiate satisfactory outcomes	<b>E</b>	
<b>22</b>	Ability to deal confidently with members of the public, colleagues, members and external organisations	<b>E</b>	
<b>23</b>	Ability to work to broad policy guidelines and to use discretion and act on own initiative as required	<b>E</b>	
<b>24</b>	Ability to demonstrate attention to detail and maintain accurate records	<b>E</b>	
<b>25</b>	To be able to present information in a logical and systematic manner	<b>E</b>	
<b>26</b>	Ability to interpret figures with skill and understanding	<b>E</b>	
<b>27</b>	Ability to scope capital schemes	<b>E</b>	
<b>Personal Attributes</b>			
<b>28</b>	Ability to work as an effective member of a team	<b>E</b>	
<b>29</b>	Ability to develop and sustain strong working relationships with colleagues and other partners	<b>E</b>	
<b>30</b>	Capable of independent travel to carry out the requirements of the post	<b>E</b>	