

## Building Fabric Surveyor

Job Ref: REQ241097

**As part of the University's ongoing commitment to redeployment, please note that this vacancy may be withdrawn at any stage of the recruitment process if a suitable redeployee is identified.**

### School/Department summary

### Job Description

#### Job Grade: Management and Specialist Grade 6

#### Job Purpose

Reporting to the Maintenance Projects Engineer. You will have responsibility for providing leadership and management within Facilities Services delivering building technical support to team and the wider organisation's needs. To design, tender, procure and deliver long term maintenance and campus wide projects. To develop lifecycle maintenance plans for the campus wide buildings and infrastructure. To be responsible for all building fabric project works to agreed standards and ensure minimum compliance standards are met. To work with our colleagues in schools, professional services, campus living, tenants and sports to collate and deliver a structured programme of building fabric maintenance and compliance delivery.

#### Job Duties

- Responsible for establishing and delivering the long-term maintenance projects specification, planning and delivery of project works and tasks through efficient use of internally and externally sourced suppliers/providers
- When required, to coordinate and execute the day to day activities of all building works and associated schools/tenants.
- Budget responsibility for works undertaken and to provide updates of progress and control.
- Develop and produce tender documentation in accordance with the University policy guidance and standard forms of contract
- To develop and lead maintenance plans and programmes for long term maintenance programmes
- To ensure that all works are planned, recorded and visible through the Archibus CAFM system
- Project manage the procurement and execution of maintenance and refurbishment projects for clients (internal and external)
- To establish and implement appropriate quality standards to be adopted as "minimum standard"
- Maintain best practice and compliance with statutory Health, Safety and Environmental legislation and University operational procedures and codes of practice including Risk Assessments, COSHH etc. and to carry out periodic audits to ensure the University and legislative requirements are being met.
- Provide professional building fabric knowledge and advice to the wider Team in Building Services

- To co-ordinate and manage projects, including those of other disciplines, whilst balancing priorities to ensure minimum disruption to services and maintaining a quality service to customers
- Management and control of contractors employed on project works
- To ensure that standard procedures are adhered to with regard to financial matters
- To assist clients with their project requirements and produce outline proposals, including feasibility studies and budget estimates
- Support the Maintenance Projects Engineer in the recruitment process for Staff, create and develop job descriptions and person specifications. Carry out shortlisting, interviews and selection of technical posts.
- To develop proposals to full design, obtaining statutory approvals, preparation of tender and contract documentation, including budget monitoring
- Communicate to key stakeholders of progress of Plans and Project works.

## Points To Note

The purpose of this job description is to indicate the general level of duties and responsibility of the post. The detailed duties may vary from time to time without changing the general character or level of responsibility entailed.

## Special Conditions

To attend out-of-hours emergency work as and when deemed necessary

All staff have a statutory responsibility to take reasonable care of themselves, others and the environment and to prevent harm by their acts or omissions. All staff are therefore required to adhere to the University's Health, Safety and Environmental Policy & Procedures.

All staff should hold a duty and commitment to observing the University's Equality & Diversity policy and procedures at all times. Duties must be carried out in accordance with relevant Equality & Diversity legislation and University policies/procedures.

Successful completion of probation will be dependent on attendance at the University's mandatory courses which include Respecting Diversity and, where appropriate, Recruitment and Selection.

Reports to the Maintenance Projects Engineer

## Person Specification

Your application will be reviewed with respect to meeting the essential and desirable criteria listed below. Your application will be reviewed against the essential and desirable criteria listed below. Applicants are strongly advised to explicitly state and evidence how they meet each of the essential (and desirable) criteria in their application. Stages of assessment are as follows:

- 1 – Application
- 2 – Test/Assessment Centre/Presentation
- 3 – Interview

### Essential Criteria

Area	Criteria	Stage
Experience	Substantial experience of project managing small construction and maintenance projects on a large customer- based location	1,3
	Experience of working within construction teams and large complex organisations	1,3

	Familiar with reading and interpreting engineering and building schematic drawings	1,3
	Experience of managing a portfolio of small projects including effective reporting	1,3
	Experience of appointing, co-ordinating, managing and directing external consultants and suppliers for small projects	1,3
	Knowledge of other building related services and various building types	1,3
Skills and Abilities	Able to work on own initiative, being proactive in foreseeing and addressing problems or issues	1,3
	A positive approach to developing and maintaining working relationships both within and outside the Department	1,3
	Skilled in prioritising a varied and demanding workload, managing multiple projects at one time with minimum supervision	1,3
	Excellent communication skills to be able to communicate effectively with staff, customers and colleagues both verbally and when writing reports	1,3
	Knowledge of planning, building control and H&S legislation	1,3
	Ability to set standards, programmes and work to deadlines in respect of project delivery and reporting	1,3
	Excellent IT skills, able to read and work with MS Excel, MS Word, NBS and Autocad or willing to work towards	1,3
	A customer focussed approach to delivering excellent service and an ability to understand the requirements of non-construction professionals	1,3
	To act as DAP/SOP or nominated deputy for specific legislative areas (if required)	1,3
	Presentation skills	1,3
Training	A willingness to undertake further training and to adopt new procedures	1,3
	Ability to assess and provide for the training needs of others	1,3
Qualifications	NEBOSH National General Certificate	1,3
	HNC/HND in a construction related discipline or equivalent	1,3
	City and Guilds technical qualification or equivalent	1,3
	NVQ4 in a related field	1,3
	ILM level 3 in Management or equivalent, or willing to undertake this	1,3
Other	To be available out of hours	1,3
	To use LU PPE corporate workwear when needed	1,3
	Hold a full driving licence	1,3

### Desirable Criteria

Area	Criteria	Stage
Skills and abilities	Experience of leading project management teams	1,3
	Knowledge of the working methods of other construction and related disciplines	1,3
Qualifications	Management coaching qualification or experience	1,3

	Recognised management qualification	1,3
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## Conditions of Service

The position is full time and open ended. Salary will be on Grade 6, (£34,866 - £45,163) per annum, at a starting salary to be confirmed on offer of appointment.

The appointment will be subject to the University's normal Terms and Conditions of Employment for Grades 6 and above staff, details of which can be found [here](#).

The University is committed to enabling staff to maintain a healthy work-home balance and has a number of family-friendly policies which are available at <http://www.lboro.ac.uk/services/hr/a-z/family-leave-policy-and-procedure---page.html>.

We also offer an on-campus nursery with subsidised places, subsidised places at local holiday clubs and a childcare voucher scheme (further details are available at: <http://www.lboro.ac.uk/services/hr/a-z/childcare-information---page.html>)

In addition, the University is supportive, wherever possible, of flexible working arrangements. We also strive to create a culture that supports equality and celebrates diversity throughout the campus. The University holds a Bronze Athena SWAN award which recognises the importance of support for women at all stages of their academic career. For further information on Athena SWAN see <http://www.lboro.ac.uk/services/hr/athena-swan/>