**Job Description**

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| Job Title: Premises Manager – Buildings Surveyor |
| POSCODE: |
| Grade: P4 |

**Overall purpose of the job**

To be Property Services focal point on professional, technical engineering advice, input and management;

* Ensure the organisation is safe, cost-effective and adopting efficient delivery of the building maintence programme
* Carrying out all lifecycle planning and maintenance activity (non M&E) within our corporate property portfolio
* Contribute to key corporate policies such as Risk Management and Environmental Strategy
* Be the key contact for all building maintenance issues, as well as new projects and refurbishments
* Ensure the best building maintenance outcomes for the staff, members, partners and services that assist the organisation in maintaining full compliance and also meet legal, statutory and adhere to CCC policies and procedures at all times.

To provide advice, guidance and support to colleagues within Property Services and particularly the Head of Facilities Management on all matters relating to building maintenance throught the Property Portfolio.

**Main accountabilities**

Please list the accountabilities in descending order of priority. Please include 6-9 accountabilities.

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|  | **Main accountabilities** |
|  | Demonstrate and uphold a thorough level of service delivery and professional standards. Be the Property Service Subject Matter Expert (SME) in all building fabric matters and provide expert advice to Property colleagues, particularly technical and functional perspectives. |
|  | Determine the building maintenance requirements for all CCC corporate buildings taking into account all legal and technical requirements. Contribute, maintain and lead on all fabric maintenance programmes that meets the needs and service delivery of the building occupants. Liaise with Health and Safety colleagues, Property colleagues and senior leaders to provide relevant and up to date property information. |
|  | Create and advise on professional and technical specifications for the delivery of building maintenance schemes to ensure practical completions are cost effective and meet the brief. To monitor and oversee the activies, work and charges of consultants and term contractors to ensure that the agreed work programmes are specified and to ensure that our contractors are held to account on set KPIs and managed throughout the contract term. |
|  | Support the Strategic Assets, Facilities Management and Compliance teams in the development of long term asset plans for the operational Estate. Manage and implent an effective lifecycle management plan for all building fabric assets. Support colleagues with the implementation of all property related aspects of the County Council’s Energy Strategy Action Plan, to ensure we are on track to meet net zero targets. |
|  | Evaluate and critique key design stage proposals and recommendations from consultants and developers, as identified in any planning process, and through key liaison with colleagues and other service providers, ensure that professional solutions to all building fabric-related requirements are agreed in order that CCC capital building, maintenance and energy conservation requirements are satisfacrily delivered to budget. |
|  | Provide sound financial management when planning, monitoring and reviewing building maintenance matters, and to demonstrate financial control and reporting to the Head of Facilities Management and Assistant Director of Property. To identify potential efficiencies, carbon savings and reductions through effective modern building fabric solutions and services and take action to drive the implantation towards continuous service improvement. Advise on the inspection and evaluation of maintence expenditure by devolved budget holders in order to uphold probity and standards in ensuring best value for money is sought at all times. |
|  | Be the Property lead on reviewing and commenting upon all building maintance business cases and projects, including the management of staff, consultants, contractors and service providers. Prepare reports for staff, managers and various stakeholders where required. Monitor and review progress to ensure that specified projects are delivered to the required and desired outcomes to the agreed timescales, budget and quality. To be involved and to oversee the procurement of projects from tender stage to practical completion and handover. |
|  | Respond to all building maintenance issues raised by either the helpdesk or through investigation and project work to ensure a plan is in place and matters are selved as quickly and efficiently as possible with minimal impact to the service. Respond to Health and Safety matters urgently and take appropriate action with support of colleagues. Contribute to the development and achievement of CCC policies, practices and procedures for energy conservation, risk management and mitigation measures as well as all other property related matters. |
|  | Maintain an up to date knowledge of changes to legislation and professional and technical standards relative to building maintenance in order to safeguard the Council’s interests at all times. As directed by the Head of Facilities Management, provide intervention management where assets in maintenance and capital projects may be at risk and form a plan to ensure CCC’s interests are safeguarded at all times. |
|  | Provide best practice budget calculations for refurbishments, renovations and other minor capital works that assists other services within the Council to bid for funds that forms part of a wider budget. To be able to differentiate between revenue and capital costs and ensure that budgets are allocated correctly and controlled accordingly. |
|  | Work collaboratively with the Energy team and to assist with the monthly progress reports for Members and provide quarterly reports to the Net Zero Programme Board on project delivery. Assist with the data collection and systems for reporting carbon savings, finance and income across the service. Complete where appropriate government funded applications were technical input is required to ensure the Council has submitted comprehensive and sound papers. To attend workshops to ensure up to date knowledge at all times |

**Person Specification**

**Qualifications, knowledge, skills and experience**

Minimum level of qualifications required for this job

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| Qualifications Required | **Subject** | **Essential/**  **Desirable** |
| Educated to a RICS approved Diploma or degree level | Building surveying | Essential |
| Membership of professional body  (one of) | Royal Institution of Chartered Surveyors (RICS)  Chartered Institute of Building (CIOB) | Essential |
| Autocad | Proficiency in Autocad or other design software | Desirable |

Minimum levels of knowledge, skills and experience required for this job

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| Identify | Describe | Essential/Desirable |
| **Knowledge & Experience** |  |  |
| Procurement | Strong experience of the procurement implementation and management of building contracts, including the specification, commissioning, coordination and management of property professional services. | Essential |
| Technical | Extensive/specialist/technical knowledge & understanding of building services systems | Essential |
| Legislation and Regulations | Thorough knowledge and understanding of relevant legislation, technical developments and industry practice in relation to Building fabric and maintenance solutions  Thorough understanding of Building Regulations. This role is key in that knowledge of current legislation and regulations will help protect the Council’s financial reputation | Essential  Essential |
| Project Management | Strong practical experience of working with and developing customer relationships at both strategic and operational levels within a variety of customer groups including the public, staff, and partners . Ability to forward plan and work autonomously | Essential |
| Quality Assurance | Experience of providing quality assurance upon the completion of maintenance and capital projects to to ensure compliance | Desirable |
| Financial Management | Ability to monitor spend against budget, actively intervene to maintain target financial performance. Ability to to manage budgets, save on costs where necessary and scrutinise quotes to obtain best practice and value for money. To be able to identify and reduce any financial risk and reputational risks to the Council | Essential |
| Asset Management | Experience of asset management planning and property information systems  Understanding of the Corporate Landlord Model | Essential  Desirable |
| **Skills** |  |  |
| Solution Focus | Able to inform, persuade, negotiate and communicate ideas and proposals both orally and in writing in a manner that is appropriate, logical, well structured, concise, timely, accurate and meaningful to a diverse range of groups and individuals across all levels of the organisation. | Essential |
| Strategic Approach | Able to understand current strategic issues and direction affecting the County Council and relate them to county assets in order to contribute relevant professional and technical advice and options where practicable | Desirable |
| Communication | Able to contribute practical and innovative ideas. Communicate effectively in all manners that are appropriate, logical, well-structured, concise and accurate to all levels and stakeholders. Experience commissioning, writing and reviewing reports and design and bring new ideas to stakeholders and boards | Essential |
| Leadership & Management | Able to provide timely authoritative advice to Members, partners, managers, and colleagues on all professional and technical matters in an easily understood and diplomatic manner.  Able to challenge others and make informed recommendations or decisions. | Essential |
| Analytical Skills | Analytical and able to provide professional and technical advice and options appraisals and possessing sound reporting skills as well as to achieve results, with minimum supervision and to a consistently high standard. | Essential |
| Service Provision | Have the determination and drive to achieve and maintain high quality service provision, cost control and wider environmental and performance standards. | Essential |
| Organisation | Have excellent organisation and time management. Able to plan, monitor and manage budgets effectively. Proactive, team player. Have excellent problem-solving skills with the ability to work under pressure. Have the ability to work autonomously | Essential |
| Local Government or Large Organisation | Knowledge of Local Government and/or Working in a large organisation with a strong commitment to public services and local democracy | Desirable |
| Innovation | Have the ability to contribute to practical and innovative ideas towards the CCC strategic property and assest management agenda. Have a desire to learn from experience, learn from others to promote and improve personal performance as well as others. | Desirable |
| Environment | Experience working in a complex, multidisciplinary, political environment. Ability to demonstrate political awareness and sensitivity and translate ambition into new work programmes, winning the confidence of elected members and external stakeholders | Desirable |
| Travel | Ability to travel around the county on Council Business. | Essential |
| Influencing | Able to lead training and information sessions for the Property Services Team, contractors, the public and other Council staff, School Governors and Head teachers, as required. Actively encourage innovation and creativity, pushing boundaries to improve Net Zero outcomes, through new business models and new ways of working to deliver Net Zero | Desirable |
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| Equality, Diversity and Inclusion (applies to all roles. | Ability to demonstrate awareness and understanding of equality, diversity and inclusion and how this applies to this role. | |