



Coventry City Council

Job Description

Post:	Area Surveyor	Job Number:	D2914D
Service:	Compliance and Surveying	Post Number:	
Location:	One Friargate	Grade:	7

Our values:

We expect everyone who works for us to be committed to our One Coventry values and to share our commitment to becoming a more diverse and inclusive organisation.

Job Purpose:

To provide customers with a professional and effective advisory service and project management services on all matters relating to buildings and sites to assist occupiers in maximising effective use of premises.

To manage, monitor and control allocated projects, acting as the client's representative to ensure compliance with brief, budget and timescale

Provide professional technical advice to promote best practice with regard to building maintenance and specific projects; to alter, design adapt and extend premises; to procure, project manage and deliver contracts or works in accordance with policy and set procedures.

To manage and develop the Council's property assets, in conjunction with property management teams

Main Duties and Responsibilities:

1. To provide a single point of contact for a specific portfolio of Customers, effectively liaising with them in order to correctly interpret their needs with respect to all building and site related matters.
2. To interpret customer needs and provide appropriate schemes to include adaptation or design to meet the customer's brief and appropriate legislation.
3. In conjunction with procurement – compile/review and appropriately alter tender documentation/specifications/schedule of rates to reflect current standards/legislation/regulations and service requirements to provide an up to date and efficient term contract for all elements as required by the Compliance & Surveying Team.
4. Manage and ensure that projects are completed on time; manage project budgets; at the appropriate quality; and in accordance with the Council's requirements and expectations.
5. To provide professional technical advice to a portfolio of Customers to enable them to make informed decisions, and to ensure that they are aware of statutory and legislative requirements.

6. Conduct meetings with customers to provide an advisory service ensuring that all statutory matters relating to the use of premises, are adhered to.
7. Develop and maintain strong customer relationships with the Council's Operational Building Managers, Head teachers and potential external clients as the first point of contact for day- to-day enquiries and support.
8. Contribute to the development and implementation of systems, procedures and practice to ensure continuous improvement of quality, customer focused services.
9. Provide regular reports as requested to the Compliance & Surveying Manager on work programmes, general issues and service delivery.
10. To provide accurate budget estimates in order to assist customers in their planning and budgeting requirements.
11. Prepare estimates, quotations, bills of quantities and preparation of formal tender documents in accordance with the City Council's policy and procedures.
12. Analyse quotations received, making appropriate recommendations, verification of customer instructions, placement of orders and preparation of formal contract documents in accordance with City Councils policy and procedures.
13. Instruct and manage external contractors and in-house services, in relation to work requirements, project manage and supervise contractors to ensure:
 - Compliance with contract conditions;
 - Compliance with the City Council's Health & Safety Policy;
 - Acceptable standards of workmanship;
 - Completion of work to the satisfaction of the customer.
 - To instruct and manage external consultant project teams to successfully deliver projects
14. Consider claims for additional work and issuing of variation orders where justified. Ensure that claims for payment and certification of accounts are agreed and authorised, monitoring expenditure against budget and contract value.
15. Promoting service to internal and external bodies; to actively seek out, develop and agree effective Service Level Agreement and contracts with internal and external suppliers by monitoring effective delivery of service and taking appropriate action to ensure supplier performance, and generate fee income as agreed.
16. Inspect property, identify and order maintenance, repair or other action needed to be implemented by the Council, as landlord or land owner, monitor contractor performance and tenant satisfaction with outcomes.
17. Contribute to the development of programmed repair and maintenance and major capital works, implementing the agreed programme on time and within budgets.
18. To contribute to the creation of, manage, monitor and control the Division's Capital Programme effectively and efficiently whilst ensuring best value.
19. Any other duties and responsibilities within the range of the salary grades.

The post holder must comply with Coventry City Council's health and safety policy and in particular is required:-

- To take reasonable care for their own health and safety at work and of those who may be affected by their actions or by their omissions
- To cooperate with their line manager and senior management, to work safely, to comply with health and safety instructions and information and undertake appropriate health and safety training as required
- Not to intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety and welfare
- To report to their manager any health and safety concerns, hazardous condition or defect in the health and safety arrangements.

Any further Health and Safety responsibilities relevant to this post will be set out in the offer letter and Written Statement of Particulars

The post holder must comply with the Interagency procedures of the Safeguarding Boards and Coventry City Council's policies for safeguarding children and safeguarding adults and in particular is required:-

- To ensure they are aware of the signs that may suggest a child or vulnerable adult is being abused or neglected
- To report to their manager, or other appropriate manager, any concerns they may have that suggest that a child or vulnerable adult may be being abused or neglected immediately

Any further Safeguarding Board responsibilities relevant to this post will be set out in the offer letter and Written Statement of Particulars

Post holders will be accountable for carrying out all duties and responsibilities with due regard to the City Council's Workforce Diversity and Inclusion Policy.

Duties which include processing of any personal data must be undertaken within the corporate data protection guidelines.

Responsible for:

Responsible to: Compliance & Surveying Manager

Date Reviewed:

Updated: September 2021



Coventry City Council

Person Specification

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Location:	One Friargate	Grade:	7

Knowledge:	<ul style="list-style-type: none"> A thorough knowledge of services provided through term contracts in relation to projects and building maintenance, including all relevant legislation together with DDA.
	<ul style="list-style-type: none"> Development of quality services
	<ul style="list-style-type: none"> A knowledge of the tender process and the ability to alter Schedule of rates / specifications to reflect requirements including a thorough knowledge of up to date construction trends and methods.
	<ul style="list-style-type: none"> Ability to carry out initial surveys, measure, interpret and prepare outline briefs and specifications etc. Aware of Customer needs and trends
	<ul style="list-style-type: none"> Awareness and working knowledge of legislation relating to the management of commercial property, for example Health and Safety, Landlord and Tenant and Disability Discrimination legislation.
	<ul style="list-style-type: none"> Understanding and commitment to equal opportunities in the workplace and service delivery.

Skills and Abilities:	<ul style="list-style-type: none"> Project management skills to ensure successful outcomes of projects Able to carry out work of complex nature with minimum supervision and to identify and implement effective solutions to problems using own initiative.
	<ul style="list-style-type: none"> Able to lead, motivate and effectively manage a multi-disciplinary professional and technical team with regard to term contractors
	<ul style="list-style-type: none"> Ability to deploy team resources flexibly to respond to changing priorities
	<ul style="list-style-type: none"> Ability to listen and speak to customers, colleagues, and manage contractors at all levels and conduct effective negotiation to achieve project delivery..
	<ul style="list-style-type: none"> Demonstrate well developed inter-personal skills to engage with customers, develop and maintain sound, long-term working relationships.
	<ul style="list-style-type: none"> Able to confidently use information technology including word processing, spreadsheet and database software to support effective working practices.
	<ul style="list-style-type: none"> Able to confidently manipulate numeric information to support effective budget monitoring and management.
	<ul style="list-style-type: none"> Able to interpret maps and plans including accurate scaling of dimensions.

	<ul style="list-style-type: none"> • Good budgetary control skills, for managing service charges and repair programmes etc.
	<ul style="list-style-type: none"> • Willingness and ability to respond flexibly to changing priorities and provide an energetic and enthusiastic approach to the work of the organisation.
	<ul style="list-style-type: none"> • The ability to manage time effectively and independently plan to ensure work is completed within identified timescales.
	<ul style="list-style-type: none"> • Able to manage a major personal workload and assist with the development of procedures and working practices.
	<ul style="list-style-type: none"> • Able to work as part of a team and guide and advise other staff.
	<ul style="list-style-type: none"> • High level of verbal, written and inter-personal communication skill with a diverse range of people.
	<ul style="list-style-type: none"> • Organisation and prioritisation of personal workload.
	<ul style="list-style-type: none"> • Project Management skills to ensure successful outcomes of projects.
	<ul style="list-style-type: none"> • Able to link effectively with customers, other sections of the Council and outside bodies for the benefit of the service.
	<ul style="list-style-type: none"> • Able to deliver work to a high professional standard.
	<ul style="list-style-type: none"> • Able to review, develop and improve existing working procedures to achieve high quality standards and provision of services to meet customer needs.
	<ul style="list-style-type: none"> • Ability to be sensitive to the needs of the customers and colleagues.

Experience:	<ul style="list-style-type: none"> • Substantial Experience of the management of land and buildings, construction, facilities management or a directly related field.
	<ul style="list-style-type: none"> • Management of a professional and/or technical team
	<ul style="list-style-type: none"> • Customer service, identifying customer requirements, planning and implementing response.
	<ul style="list-style-type: none"> • Preparation of budget estimates.
	<ul style="list-style-type: none"> • Building contract administration including obtaining quotations, placing orders, site supervision and settlement of final accounts.
	<ul style="list-style-type: none"> • Monitoring contractor's performance, quality of workmanship and health & safety requirements on site.
	<ul style="list-style-type: none"> • Experience of Project managing large and or numerous schemes.
	<ul style="list-style-type: none"> • Compilation / review of tender documentation.

Educational:	<ul style="list-style-type: none"> • Educated to degree standard or able to demonstrate substantial equivalent experience in construction/building management / tender specifications.
	<ul style="list-style-type: none"> • Hold a relevant Health & Safety qualification to promote safety of commercial properties and ensure contractor compliance.

Special Requirements:	<ul style="list-style-type: none"> • Willingness to attend some meetings etc outside of normal working hours
	<ul style="list-style-type: none"> • Able work in outside elements, walk considerable distances and perform tasks of a physical nature e.g. climb ladders or undertake inspections.
	<ul style="list-style-type: none"> • Able to drive and possess a current full driving licence.
	<ul style="list-style-type: none"> • This post is exempt from the provisions of the Rehabilitation of Offenders Act 1974. A Disclosure and Barring Service will be required prior to appointment. <p>N.B For posts subject to Protection of Children and Vulnerable adults please delete as Appropriate</p>

Date Reviewed: **March 2018**

Updated: October 2019

Date Reviewed:

Updated: