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| **Police Staff** **Building Surveyor** **Estates** **Role Definition:PE006 / 20070** |

**ROLE DEFINITION**

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| Dept / Area Command: | Estates |  | Section: | Estates |
| Post Title: | Building Surveyor |  | Post Reference: | PE006 / 20070 |
| Post Grade: | Grade I |  | Location: | Forth Banks |
| Car User Status: |  |  | Telephone Allowance: |  |
| Shift Allowance: |  |  | Standby Allowance: |  |
| Weekend Enhancement: |  |  | Contractual Overtime: |  |
| Line Manager: | Maintenance Manager 20069 | | | |
| Staff Responsibilities: | Not Applicable | | | |
| Purpose: | To provide a comprehensive building surveying function and to manage estates capital projects. | | | |

**Key Responsibilities:-  
    
Provide professional and proactive advice on property issues to the organisation, carry out condition surveys of property and prepare maintenance plans to inform medium term financial forecast.**

**Maintain detailed knowledge of asset management techniques as well as all legislation, guidance and best practice impacting on the building surveying and project management function.**

**Act as authorised/responsible person/duty holder in respect of building work across the estate.**

**Lead projects to ensure that the requirements of the organisation as specified by service users and other stakeholders are captured in sufficient detail, rigorously challenged, confirmed by the project owner and documented.**

**Contribute to the production of feasibility studies, preparing initial design information, preparing advice and recommending input from specialists where appropriate to complete project documentation.**

**Produce design work in respect of works and services; prepare drawings, specifications and other tender documents to accurately convey the scope and content of the works or services.**

**Prepare and submit applications for statutory and contractual consents in a timely manner.**

**Liaise with procurement specialists to obtain tenders for works or services to ensure work is completed to a satisfactory standard.**

**Develop, monitor project programmes and manage risk to ensure that agreed timescales are achieved.**

**Create and lead project teams to ensure that the organisations operational requirements as well as all relevant guidance and best practice impacting on the organisation is transmitted across the team and that proposed design solutions are approved by the organisation at the appropriate level.**

**Manage the work of consultants and contractors to ensure that products meet the required quality standards, within budget and within agreed timescales.**

**Administer contracts; certify payments and issue certificates or notices as required by the contract.**

**Monitor ‘statutory’ maintenance contracts to ensure that works are carried out in accordance with established schedules and that remedial measures are implemented.**

**Develop and implement relocation management plans in consultation with stakeholders to ensure that all activities are carried out in accordance with the project plan and that potential disruption is minimised.**

**Contribute to the planning and implementation of innovative property solutions which deliver efficiency savings for the organisation whilst maintaining design quality and whole life costs.**

**Contribute to estates strategy formulation through close consultation with service users and maintenance of property database in order that adjustments to the estate can be planned to suit business change in the most efficient manner.**

**The postholder may be required to undertake such other responsibilities as are reasonably commensurate with the grade of the post.**