



## Cumberland Council

### Post Specification

<b>Date</b>	<b>December 2023</b>
<b>Post Group Number</b>	<b>POSN038891</b>
<b>Post Title</b>	<b>Property Surveyor (Building Fabric)</b>
<b>Job Family</b>	<b>Regulation &amp; Technical</b>
<b>Job Family Role Profile</b>	<b>RT15</b>
<b>Final Grade</b>	<b>Grade 15</b>

To be read in conjunction with the job family role profile

#### Service Area description

This is a key technical post within the Property Team. The Property Team is responsible for the delivery of the reactive maintenance and management of all of Cumberland Council's assets including corporate buildings and schools, approximately 500 assets. The service provided supports a diverse range of property requirements to ensure statutory compliance and management of the council's portfolio to enable council functions to be delivered efficiently and effectively including children's services, adult services, highways and corporate functions. The Property team supports the Capital Programme team and is part of the Resources Directorate.

#### Purpose of this post

- To provide building fabric and construction expertise for the capital programme and property team and as required by the council with responsibility for the delivery of technical knowledge/procurement and management of building surveying services for the council.
- To direct the development and implementation of property improvements and modifications through technical advice or commissioning to support the maintenance of the council's asset.
- Developing and implementing specific policies and procedures in engineering expertise which supports the council in business change.
- To provide services through contract or consultant commissioning or technical advice to the Capital programme and Property team and wider council relating to building fabric and construction in the management of Cumberland Council's assets from initial feasibility through design and construction to maintenance and life-cycle management.
- To provide support, guidance, quality assurance and intervention in the procurement/appointment and management of contractors and consultants to ensure best practice and statutory compliance.
- To lead the resolution of technical issues associated with the specialist area.

#### Key job specific accountabilities

1. Provide technical expertise to support management of the council's building fabric and construction services and reactive maintenance management service to ensure the efficient, effective and economic management of the Council's property portfolio and to support the Capital Programmes and Property role to ensure statutory compliance, including provision of expert witness responsibility for the council.
2. Manage and implement a consistently high standard of quality control and supervision is maintained for a wide range of contracts/projects, via site visits, assessing contract implementation with due regard to building and health and safety legislation.

3. Commissioning and management of project teams including consultants and contractors to deliver building fabric and construction advice and services for the Council's assets including new build, extensions and upgrading and refurbishment of existing properties. Including management and administration of multiple/complex projects through internal and external teams from initial feasibility through design and construction to maintenance and life-cycle management.

4. Commissioning and management of property data and evaluating to establish programme priorities to inform strategic investment decisions. Evaluate and interpret investigation reports to provide advice on measures to be taken to deal with identified issues.

5. Provide and deliver contracts and commissions for building fabric and construction services to support reactive maintenance, planned preventative and statutory testing contracts to ensure the Council's statutory obligations are met.

6. Provide Maintenance/building fabric and construction support to the Help Desk; providing solutions to technical queries from property users and maintenance contractors.

7. You will be required to be part of the Property teams out of hour's on-call arrangements.

**Please note annual targets will be discussed during the appraisal process**

**Key facts and figures of the post**

<b>Budget Responsibilities</b>	<ul style="list-style-type: none"> <li>• Appointment and management of multiple consultancy/contractor commissions (Circa 0.1- 0.2m per annum)</li> <li>• Accounting for invoices and payments</li> </ul>
<b>Staff Management Responsibilities</b>	<ul style="list-style-type: none"> <li>• Lead project teams (Internal and through external appointment of contactors and consultants) of varying sizes. Large numbers through matrix management arrangements to ensure compliance with quality/time/budget and ensuring compliance with brief requirements for council directorates.</li> <li>• Lead and manage an extensive and diverse external supply chain comprising specialist consultants, professional services providers, works contractors and others.</li> </ul>
<b>Other</b>	<ul style="list-style-type: none"> <li>• None</li> </ul>

**Essential Criteria - Qualifications, knowledge, experience and expertise**

- Relevant degree or equivalent in related building surveying or construction related professional discipline.
- Membership of appropriate professional body or working towards certification
- British Institute of Occupational Hygienists (BIOH) P405 Management of Asbestos in Buildings or Equivalent
- Well developed project, programme and risk management skills across all stages of project / programme life-cycle.
- Significant knowledge of Building and construction, Building Regulations, Building regulations, statutory compliance, health and safety, contract administration and JCT/other forms of construction contract
- Extensive knowledge and experience in managing small to medium value construction contracts including contracts for design services, technical services and capital works.
- Strong experience of working with internal and external stakeholders.
- Awareness of and commitment to the requirements of the construction design management regulations.
- Strong commercial acumen and commitment to delivery of value for money public services.
- Proven ability to prioritise, motivate and influence others.
- Good negotiation skills including in a commercial environment.

**Disclosure and Barring Service – DBS Checks**

- This post does not require a DBS check.

**Job working circumstances**

<b>Emotional Demands</b>	Minimum exposure.
<b>Physical Demands</b>	Normal effort required.
<b>Working Conditions</b>	No additional demands.
<b>Other Factors</b>	
<ul style="list-style-type: none"> <li>• Cumberland Council is undertaking a step change in its modernisation and efficiency programme. The Property team are fundamental to the success of this through the delivery of modernisation and local service remodelling that directly support the communities of Cumbria. The establishment of a newly formed Property team working to high standards encourage applications from candidates who relish challenge and share our vision for the delivery of high quality services which can reshape the future of service delivery within our communities.</li> </ul>	