

THE HONOURABLE SOCIETY OF LINCOLN'S INN

Background

In order to train to become and to practise as a barrister, it is necessary to belong to one of the Inns of Court. There are four Inns, Lincoln's Inn, Inner Temple, Middle Temple and Gray's Inn, whose origins date back to the 14th century. The Inns are located in the same part of London and provide collegiate activities and support for student barristers and barristers, including advocacy training, and the awarding of substantial scholarships to those entering the profession. More information on Lincoln's Inn itself will be found on the Inn's website at www.lincolnsinn.org.uk.

The Inn and its estate

Lincoln's Inn has an extensive estate of 11 acres in central London comprising:

- (a) Forty four properties which are let out to barristers and residential tenants.
- (b) The Great Hall, Old Hall, Bench Rooms, Chapel, Treasury office and Library, and those buildings used for the Inn's own purposes (administration and the provision of catering and library services).

There are 325,000 square feet of tenant buildings and 47,000 square feet of collegiate buildings built at various dates between 1470 and 2019.

The majority of the estate is listed, with a high proportion of Grade I and Grade II* listings. Lincoln's Inn is within a conservation area and the estate is on the register of historic gardens.

The collegiate life of the Inn centres round the Great Hall complex, the Old Hall and the Chapel. The Great Hall kitchens and the Treasury Offices have recently undergone extensive refurbishment.

The Inn provides an extensive catering facility for its members and selected commercial users with major events most days in term time in the Old Hall and the Great Hall and a new members' common room which is open every weekday. The Library is a working library serving the judiciary, barristers and students. It is one of the great law libraries.

The Inn employs over 120 staff and has an annual turnover of around £45.20 million with most income being derived from rents.

Summary

The Inn relies heavily on the estate being managed efficiently and is seeking a dynamic, experienced professional to manage the Estates technical and surveying service and major works programme. This is a challenging and rewarding role running one of the most prestigious estates in London. A job description and candidate profile are enclosed.



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Job Description

Job Title: Estates Building Surveyor

Department: Estates

Reporting to: Head of Projects and Facilities Manager

Responsible for: N/A

Post objectives

To manage the delivery of technical and surveying services which complies with the Inn's landlord responsibilities as well as responding to the needs of the Inn and tenants.

Main duties

The following list of duties is indicative of the nature of the post. Priorities, time-scales and standards will be set in agreement with management, recognising the level of professional competence of the post-holder.

1. To undertake building surveys, including the identification of building defects and proposal for repair.
2. To manage multiple projects and programmes ensuring projects are achieved within budget, on time and that contractors are held accountable for delays.
3. To monitor the quality and progress of building works on site to ensure that building construction works meet design specifications and statutory obligations, through a system of benchmarking and site inspections.
4. Ensure compliance with health & safety and other statutory requirements; identifying and reducing risks where practicable and implementing risk management requirements of insurers the Inn's health and safety advisers
5. Provide technical advice on the maintenance of buildings including the Inn's Grade 1, Grade II* and Grade II listed buildings.
6. Be responsible for submitting planning applications, advising on property legislation and building regulations.

7. To prepare detailed delivery programmes and specification of works for the development, refurbishment and maintenance of the estate and undertaking project management of major works as agreed by the Director of Estates.
8. Manage the appointment of contractors necessary for the implementation of the Inn's building programmes, negotiate fees, co-ordinate development plans and negotiate and agree final accounts.
9. To carry out annual surveys of buildings as directed by the Head of Projects and Facilities to update the Inn's PPM Schedule.
10. To assist in the preparation of the annual budget for the development, refurbishment and maintenance of the estate and to ensure that spending is within budget and work completed to agreed standards.
11. Assessing existing access points to buildings and where practicable recommending modifications in order to meet the needs of people with disabilities.
12. Check, monitor and code invoices for purchases and contracts.
13. To develop and maintain close links with the reactive maintenance team - in particular the Works Supervisor, ensuring a constant exchange of knowledge and information.
14. Providing estates services and administration as directed by the Head of Projects and Facilities, particularly (but not exclusively) when holiday and/or sickness cover is required.
15. To undertake other duties commensurate with the post-holder's level of skill and experience, at the discretion of the Inn.



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Persons Specifications

Job Title: Estates Building Surveyor

Department: Estates

1. MRICS Building Surveying qualified.
2. Experience of surveying historic buildings (Grade I, Grade II* and Grade II) and their maintenance.
3. Demonstrable experience of diagnosing and analysing building defects and proposing cost effective remedial action.
4. Experience of developing detailed delivery programmes and specification of works with costing.
5. Able to project manage major works programmes, £100K plus, ensuring projects are achieved within budget and to deadline.
6. Knowledge of a range of procurement methods and the ability to manage service level agreements and contracts to ensure quality and cost effectiveness.
7. Good team work and communications skills in order to communicate at all levels, with the ability to influence others and contribute to the decision-making process.
8. Have thorough understanding of Health and Safety legislation as it relates to building maintenance.
9. Good analytical skills with an ability to develop imaginative solutions to complex building problems.
10. Highly motivated, working to own initiative and with minimum supervision.
11. Demonstrate honesty and integrity in everything you do.
12. Able to identify and meet the needs of both internal and external customers so as to deliver a high-quality service.
13. Demonstrate excellent planning and organisation skills in order to look ahead and develop a successful course of action.

14. Competent user of AutoCAD.

15. Desirable experience of staff management.