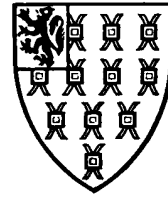


Lincoln's Inn



Job Description

Job Title: Building Surveyor Technician

Department: Estates

Reporting to: Building Surveyor

Responsible for: Not applicable

Post objectives

To project manage and assist the Estates Department in 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.

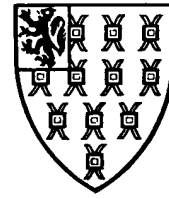
Main duties

The following list of duties is indicative of the nature of the post. Priorities, timescales and standards will be set in agreement with management, recognising the level of professional competence of the post-holder. The tasks are either to be carried out fully and directly by the postholder, or through assisting other team members.

1. To undertake building surveys, including the identification of building defects and proposal for repair.
2. To provide technical advice on the maintenance of buildings including the Inn's Grade 1 and Grade 2* listed buildings.
3. To submit planning applications and advise on property legislation and building regulations.
4. To manage projects from inception to completion, rectification period and feedback, including preparation of CAD drawings and tender documents, overseeing the tender process, preparing tender analysis and Committee reports, carrying out the functions of Contract Administrator, CDM Principal Designer, CoW and QS for smaller/simpler projects, and to provide technical assistance on larger, more complex jobs.
5. To take the lead of Project Management / Contractor Administrator role on projects up to the value of £100k and assist on projects up to the value of £1m.
6. To assist the team in the preparation of detailed delivery programmes and specification of works for development, refurbishment and maintenance of the estate and undertake project management of minor works as directed.

7. To manage specialists and consultants where necessary for the implementation of the Inn's building programmes, negotiate fees, co-ordinate development plans and negotiate and agree final accounts.
8. 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.
9. To assess existing access points to buildings and where practicable, recommend modifications to meet the needs of people with disabilities.
10. To ensure compliance with health & safety and other statutory requirements, identifying and reducing risks where practicable and implementing risk management requirements of insurers and the Inn's health and safety advisers
11. To check, monitor and code invoices for purchases and contracts.
12. To provide estates services and administration as directed by the Director of Estates, HPFM and Building Surveyor, particularly (but not exclusively) when holiday and/or sickness cover is required.
13. To undertake other duties commensurate with the post-holder's level of skill and experience, at the discretion of the Inn.

Lincoln's Inn



Person Specification

Job Title: Building Surveyor Technician

Department: Estates

Criteria

1. Associate membership of the RICS/HNC Building Studies or other qualifications which the applicant must be able to demonstrate as being appropriate such as a BSc in Building Surveying.
2. A minimum of two years professional experience.
3. Experience of surveying historic buildings (Grade 1 and Grade 2*) and their maintenance, ideally refurbishment and conservation works.
4. Must be able to diagnose and analyse building defects and propose cost effective remedial action.
5. Experienced in developing detailed delivery programmes and specification of works with costing.
6. Experience of project management and/or major works programmes to ensure projects are achieved within budget and to deadline.
7. Knowledge of a range of procurement methods and the ability to manage service level agreements and contracts to ensure quality and cost effectiveness.
8. Good communications skills in order to communicate at all levels, with the ability to influence others and contribute to the decision-making process.
9. A good understanding of Health and Safety legislation as it relates to building maintenance.
10. Good analytical skills with an ability to develop imaginative solutions to complex building problems.
11. Highly motivated, working to own initiative and with minimum supervision.
12. Experience of working well in a team and developing productive relationships.
13. Self-motivated, flexible, well-organised, with excellent attention to detail, a strong customer focus and a positive 'Can Do' attitude.
14. Willingness to help and support team members including being flexible to business demands.

15. Ability to use own initiative and prioritise a varied workload with minimum supervision.
16. Proficient in Microsoft Office and AutoCAD
17. Ability to demonstrate honesty and integrity in everything you do.