

# Role Profile for Property Surveyor

Job Title	<b>Property Surveyor</b>
Reports to	Maintenance Manager
General scope of post	To manage the delivery of a comprehensive property maintenance and management service to the Trust's care homes and Extra Care Housing schemes in Gloucestershire/ Lincolnshire/ Oxfordshire/ Wiltshire (as appropriate) and elsewhere.
Key Accountabilities	<ul style="list-style-type: none"> <li>• To undertake annual Assessed Needs Surveys covering the main buildings, outbuildings and the whole site. Carry out stock condition appraisals of the external and internal building fabric, service systems and external works taking into account statutory and non-statutory regulations and best practice guidance.</li> <li>• To prepare and update a five-year programme of planned maintenance works, based on the assessed needs surveys, to maintain the building fabric, service systems and external works in a good and serviceable condition.</li> <li>• In conjunction with the Maintenance Manager, to prioritise works and assist in the preparation and control of property management and investment budgets.</li> <li>• Prepare and keep up to date an implementation plan detailing all timescales and key dates associated with the agreed programme of works.</li> <li>• In conjunction with the Maintenance Manager and Operations team, to agree the scope of building works to be undertaken and prepare tender documentation to enable quotations to be obtained for small maintenance works (typically up to a value of £80,000 per project) – to include the writing of a materials and workmanship specification and the itemised scheduling of works.</li> <li>• Provide a responsive service to manage and implement day-to-day repairs and requests for minor improvements from the care homes. Assess the need, agree scope of work, schedule works required and instruct, inspect and process invoices</li> <li>• Agree final accounts for completed works including the valuation of variations as they may arise.</li> <li>• Administer and co-ordinate the emergency maintenance fund including the organisation and co-ordination of the works.</li> <li>• Providing day-to-day supervision of works on site, instructing and agreeing variations to the work and undertaking quality control for the Trust to ensure works are undertaken to the highest industry standards.</li> <li>• Liaising with all members of the Property and Operations teams to ensure that all aspects relating to property issues are efficiently managed within the resources available.</li> <li>• To regularly visit all care homes in Gloucestershire/Lincolnshire/Oxfordshire/Wiltshire (as appropriate) and liaise with the Operations Team and Home Managers and provide professional advice on building management and construction related issues.</li> <li>• Liaising with contractors at all levels, dealing with queries on a day to day basis, holding site meetings and taking minutes as appropriate.</li> <li>• Prepare a monthly written report on the progress of all maintenance projects, capital and servicing works being undertaken and attend regular meetings with the Maintenance Manager and Operations team to discuss and report on progress and issues surrounding the programme of works.</li> <li>• Monitor Health and Safety in relation to the implementation of repairs and maintenance works in accordance with current legislation, including vetting contractors, approving risk assessments, method statements, monitoring site operations and the compilation of health and safety information for updating property manuals.</li> </ul>

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- Maintain and update an approved list of contractors including the monitoring of contractor's performance and reporting to the Maintenance Manager on a regular basis with recommendations.
- In conjunction with the Maintenance Manager assist in the appointment and management of consultant surveyors, engineers or other specialists, including reporting on their performance.
- In conjunction with the Maintenance Manager and Operations team take responsibility for the day to day management of any County Craftsmen, including agreeing, organising and managing their workload. Regularly report on their workload, performance and any management issues.
- Any other associated duties that may be deemed necessary by the Head of Property and Housing or Maintenance Manager from time to time for the delivery of a comprehensive property maintenance and management service.

Number of  
Direct Report

This role has no direct reports

Financial  
Responsibility

There is no direct budget responsibility, however an awareness of cost control is required

Knowledge,  
skills &  
Abilities

Must be able to demonstrate literacy and numeracy skills in the English language  
 GSCE Pass level or equivalent in English and Maths  
 Good degree in construction related discipline.  
 Full membership of RICS, MCIOB or MBIFM  
 Experience of Property Management in preferably in the Healthcare sector and/or care environment.

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## Person Specification

ESSENTIAL	DESIRABLE
<u>Qualifications</u> HND or equivalent in property/construction related discipline. Full UK driving licence	Good degree in construction related discipline. Full membership of RICS, MCIOB or MBIFM
<u>Experience</u> Previous experience of Property Management. Experience of preparing stock condition surveys and undertaking assessed needs surveys. Experience of managing substantial maintenance and refurbishment budgets. Experience of preparing simple tender documentation. Experience of supervising building works on site in accordance with pre-agreed materials and workmanship standards.	Experience of Property Management in the Healthcare sector and/or care environment.
<u>Knowledge</u> Sound understanding of traditional building construction technology, defects and remedial approaches. Good working knowledge of mechanical and electrical systems as found in care homes.	Sound understanding of the regulatory frameworks and best practice guidance as it relates to care homes to include Building Regulations, Environmental Health Legislation, Health and Safety Acts (including CDM Regulations), codes of practice on Water Hygiene, etc
<u>Specific Skills</u> Ability to interpret data from contractors, anticipate emerging problems and take appropriate preventative action. Strong negotiation skills. Computer literate with first class knowledge of Microsoft Office applications, particularly Excel spread sheet applications.	
<u>Personal Skills</u> Personal understanding and empathy with the aims and objectives of The Trust. Warm, approachable personality with a sound understanding of how to deliver a customer centred property service to non-technical users (care home managers). Appreciation of the vulnerability of the residents in our care homes and the paramount importance of maintaining their safety and well-being. A self-starter able to work with a minimum of supervision and with the ability to prioritise competing requirements Determination to deliver an excellent service.	