

Role Title: Building Surveyor, Concertus Design & Property Consultants

Based: Ipswich

Salary: £Circa

ROLE PURPOSE: To advise clients on design and construction of buildings, advising also on condition, maintenance and repair

Accountabilities

1. Team Worker

- Participate as a member of the Concertus team supporting colleagues and working collaboratively to develop the business.
- Work flexibly to support delivery across the service.
- Take ownership for own personal development.

2. Customer service

- Advise clients on schemes and projects to determine requirements
- Advise clients on energy efficiency, environmental impact and sustainable construction
- Advise on the management and supervision of maintenance of Buildings

3. Business delivery

- Ensuring projects are completed on budget and to schedule
- Preparing scheme designs with costings, programmes for completion of projects and specification of works
- Preparation of designs, specifications and documents for tender and advice on appointing contractors, designers and procurement routes
- Determine the condition of existing buildings, identifying and analysing defects, including proposals for repair

Measures of Success

- Feedback from team members/ line manager
- Performance Objectives
- Contribution to service
- Team performance
- Service improvements suggested
- Accuracy and timeliness of support.
- Efficiency of systems and processes
- Service delivered within budget and to agreed targets
- Feedback from staff and managers
- Service delivery performance indicators
- Customer feedback
- Directors feedback

What you need to know

Degree in Building Surveying

Working towards professional qualification e.g. MRICS, MCIQB

Up to 2 years Building Surveyor Experience

Good problem solving skills

A comprehensive knowledge of building construction, building regulations with an understanding of planning legislation and health and safety. Also, other legislation relating to construction.

Microsoft Office proficient.

ArchiCAD/CAD proficient or working towards proficiency.

Knowledge of NBS building software

- Conduct specialist surveys including schedules of dilapidations under senior supervision
- Leading project meetings with clients and contractors
- Advise on the health and safety aspects of buildings
- Deal with planning applications and advising on property legislation and building regulations
- Instruct on construction design and management regulations

4. Communicate effectively

- Create a positive and professional first impression of Concertus.
- Deal with all contacts professionally.
- Communicate with all staff efficiently.
- Knowledge of the complaints handling procedure

How you Act

Team worker – You work collaboratively with your team to achieve better outcomes for customers.

Service deliverer – You focus on delivering a service that provides great outcomes for our customers.

Customer focused – you put the customer first.

Shows initiative – you come up with ways of improving how we do things

Well organised – you prioritise your work to get things done.

Willing to learn – you want to acquire new skills that will support you in your role.

Flexible attitude – you are prepared to work flexibly to deliver the service