



Job Title: Apprentice Building Surveyor - Fixed Term
Contract 5 Years

Salary: Band 5-Band 9 £26,473 - £42,838 p.a. + 17.8% employer pension contributions + Full APC support

37 hours per week

Provider: University of Portsmouth

Chartered Building Surveyor qualification

Who are we looking for?

We are looking for an enthusiastic person to join our repairs and maintenance teams who aspires to be a Chartered Building Surveyor.

Candidates must be resilient, enthusiastic, good communicators, have excellent attention to detail and be keen to develop their building surveying skills. You will have opportunities within the teams to gain building surveying experience whilst studying part time towards a RICS accredited Building Surveying degree at one of our accredited Universities.

What we can offer?

A fully funded degree, training, practical work experiences and support to develop you into a Chartered Building Surveyor.

We are committed to helping you develop by providing a structured programme in conjunction with your studies at an accredited University. Please see the page on the University of Portsmouth's website to learn more about the degree [here](#).

At the start of your apprenticeship programme you will be trained to undertake energy performance certificate surveys and you will be undertaking a number of stock condition surveys in order to improve your knowledge of surveying, building types and day to day repair issues.

As you develop you will be given more responsibility and progress to undertaking building condition surveys as well as inspecting and auditing day to day repair works.

Once you are ready you will be allocated your own large-scale refurbishment and conversion projects that you will lead and be responsible for from inception to completion. This will involve the initial evaluation, surveys, developing the design and specifications, contractor procurement and acting as contractor administrator for the works on site.

You will be supervised day to day by a Senior Building Surveyor who will provide you with one-to-one assistance to quickly improve your building surveying knowledge and practical surveying skills.



You will also be allocated a Senior Manager to act as your mentor throughout the entire apprenticeship process. They will provide overarching advice and guidance and ensure that you are getting the experience and support necessary to become a Chartered Building Surveyor. We also actively arrange CPD seminars to supplement your development.

Upon successfully completing your apprenticeship there are excellent opportunities within PCC for progression into a Building Surveyor role. We offer a competitive salary and provide 26 days annual leave in addition to public holidays, provide flexible working arrangements and the option to join the excellent Local Government Pension Scheme (LGPS).

Who is the person?

To apply for the role you need to:

1. Have the entry requirements to enrol on a BSc (Hons) Chartered Surveyor degree apprenticeship of a minimum 112 UCAS points, this can include A levels or BTEC qualifications.
2. Have an interest in building surveying and a desire to learn and become a Chartered Building Surveyor, any knowledge and awareness of the building surveying role and skills will be an advantage.
3. Have the capability to undertake research so that you can evaluate different building options such as products or building methods.

You will be trained to prepare a specification of work, gain quotations and manage repair work.

4. Have relevant experience of using all Microsoft packages; in particular be able to demonstrate practical IT skills using Word and Excel spreadsheets to analyse data and be able to use various software packages as part of undertaking a surveying role.

You will be trained to use AutoCAD or similar drawing packages to support Building Surveyors by producing planning and building regulations drawings.

5. Be organised and methodical when preparing and managing your own workload or undertaking surveys and have excellent attention to detail.

You will be trained to carry out a range of practical surveys including stock condition surveys and how to diagnose building defects as well as assess quality of work undertaken.

6. Be confident and a good communicator when working with all Housing staff, other departments, contractors and specifically our Local Authority Housing customers



as most repairs and maintenance work is undertaken in occupation whilst our residents are living in their homes.

7. Have excellent written skills demonstrating good spelling and grammar along with setting out and presentation skills and be proficient in communicating your point concisely within a report.
8. Demonstrate an aptitude for understanding formal text, particularly legal text as set out in construction law.
9. Have a positive attitude towards work, be resilient, embrace change and actively work with your colleagues to improve the service offered to customers.
10. Demonstrate your ability to work effectively as part of a team to achieve a common task and also your ability work under your own initiative.
11. Either have a full driving licence and provide a car for work or have a commitment to learn to drive, as you will be visiting various sites across Portsmouth and will need to be able to travel effectively between them.
12. You will be inspecting a variety of buildings with different access arrangements and will need to be physically fit.

Additional information:

If you have any questions, or would like an informal discussion about the role, please call David Lavender on 07500 579146 or email david.lavender@portsmouthcc.gov.uk

Applications should be submitted by 23:59 on Monday 19th January 2026.

There will be an initial shortlisting where if successful, you will be required to prepare and deliver a short presentation virtually, via MS Teams on either 2nd or 3rd February 2026.

Candidates progressing from the presentation stage will be invited to an assessment day in Portsmouth to be held in the week commencing the 9th February 2026.

The final stage of assessment will be formal interviews to be held in Portsmouth during the w/c 23rd February 2026.

When applying candidates should ensure that they are available for the dates above. Whilst some flexibility can be offered around the date and timings of the initial presentation assessment and final stage interviews, the assessment day will be fixed and can not be changed.

