Job Title: Principal Building Surveyor - Building Services

Salary: Band 13 - £62,915 - £70,450

LGPS defined benefit pension, contributions currently 14.8% equivalent.
Annual leave entitlement 27 days (rising to 31 days after 5 years' service) + bank holidays.

37 hours per week
Flexible working hours scheme

Directorate: Housing, Neighbourhoods and Building Services

Location: **Hybrid Role**
Office: Civic Offices, Portsmouth (minimum 3 days a week in office, 2 days home working).

You will be required to travel as required between PCC Assets in Portsmouth, Havant, Gosport, Fareham and Winchester





Who are we looking for?

We are seeking a Chartered Building Surveyor to join Capital Projects Service within the Housing, Neighbourhood, and Building Services (HNB) Directorate. This role would be perfect for newly chartered surveyors or experienced surveyors seeking a change.



The role will have responsibility for leading a small team of Building Surveyors within the Building Projects Team, responsible for undertaking refurbishment schemes and providing professional building surveying services and advice for a range of clients. The building projects managed by the team will be diverse, encompassing planned maintenance demand, compliance-related demand, and projects that have arisen from the requirements of the Building Safety Act 2022 and the Social Housing (Regulation) Act 2023.

Candidates must be enthusiastic, good communicators and Chartered Building Surveyors with experience of providing a range of building surveying professional services and managing building related projects.



What is the role?

Sitting within the HNB services directorate, providing services to PCC and a range of clients, facilitating professional services and project works and supporting the HRA Building Projects Manager by;

Leading a team responsible for undertaking refurbishment schemes and providing professional building surveying services and advice for a range of clients.

You and your team will carry out a wide range of surveying duties across our varied asset portfolio consisting of 17,000 housing stock together with 900 corporate assets supporting us to maintain and improve our properties and provide suitable homes when needed.
You and your team will be surveying our assets, evaluating and diagnosing what work is required, assessing the best options to carry out the work, issuing repairs or preparing drawings and specifications of work as necessary and administering contracts on a varied range of projects. You and your team will also undertake a wide range of surveying professional services.

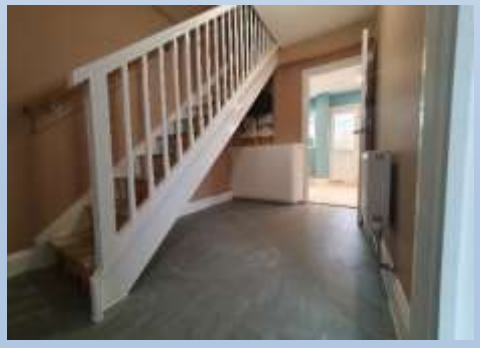


The projects carried out may include planned maintenance works, building safety works, retrofit works to achieve Net Zero Carbon and reduce energy bills, conversion, alteration and adaptation to both housing and corporate assets. In addition, the team will also provide Project Management and Contract Administration services for maintenance projects across Building Services including energy, mechanical and electrical and design led projects. The size of individual projects that your team will manage that you will have responsibility for will typically range from £250,000 to £20,000,000+.



You will manage the allocated resources available including budgets, contractors, technical staff and consultants to ensure that the team you are leading can manage effectively the demands that it is allocated.

You will monitor workloads; facilitate learning and development of your team to ensure a consistent approach to surveying and managing the schemes to the current policies or legislation as appropriate.



You will be responsible for the day-to-day management of external consultants where used on specific projects as appropriate.

You will liaise with clients including heads of service, prepare client briefs, negotiate and manage client fees with all stakeholders for services provided and assist with the preparation of cost appraisals to enable democratic decisions to be made.

Candidates will also have a good knowledge of the RICS APC process and act as Supervisor to a small team of Apprentice, Trainee or Graduate Building Surveyors. This will involve assisting them with undertaking surveys, report and specification writing, attending site meetings and assisting them with their development through the APC process.



We offer a competitive salary and provide 26 days annual leave (rising to 31 days after 5 years' service) in addition to bank holidays, flexible working options and the option to join the excellent Local Government Pension Scheme (LGPS).

Who is the person?
To apply for the role you should:

1. Have good building surveying knowledge, a degree level qualification in a relevant building surveying or construction related subject and be a fully qualified RICS Chartered Building Surveyor (MRICS).

2. Have current knowledge of the RICS APC Building Surveying pathway and ability to develop a team of building surveyors through the RICS APC programme to become Chartered Building Surveyors.

3. Have knowledge of the JCT suite of contracts including experience of managing contractors, negotiating contractual matters and resolution of disputes with contractors and to be able to advise others.

4. Demonstrate an ability to undertake line management functions for direct reports.

5. Have knowledge and experience of applying building related legislation, contract law and guidance. Specifically, the Social Housing Act, the Building Safety Act, Housing Act, Party Wall Act, building regulations, planning law, fire safety, electrical inspections, gas installations, legionella, with the ability to advise others.

6. Have a good knowledge and experience of construction related health & safety legislation generally, specifically the CDM Regulations 2015 and the Asbestos at Work Regulations 2012 with the ability to advise others.

7. Ability to lead and develop a team of building surveyors including recruitment and management of Apprentices, Trainees and Graduates.

8. Have relevant knowledge and experience of cost control techniques including lifecycle costing, demonstrate commercial awareness and the ability to undertake cost estimates for building work, exercise financial control of work undertaken and assess value for money.

9. Have relevant knowledge and experience of using all Microsoft packages; in particular be able to demonstrate practical IT skills using Excel spreadsheets to analyse data and MS Project to assist planning projects as well as the ability to use various software packages as part of undertaking a surveying role.

10. Have relevant experience of AutoCAD or similar drawing packages to produce or coach others preparing planning and building regulations drawings together with the









ability to design a practical layout to meet a customer brief.

11. Have relevant experience of evaluating different building options and preparing a specification of work and providing feedback on specifications provided by others.



12. Be able to measure, analyse and evaluate project and stock data and review that of Apprentice, Trainee, Graduate or Building Surveyors in order to ensure that it updated accurately and in a timely manner.

13. Be organised and methodical when managing projects and technical staff available to provide the service.

14. Be a good communicator and assertive as necessary when communicating with contractors or external consultants, PCC staff, other departments, ward councillors and a range of internal or external customers.



15. Be able to advise and communicate with a range of different types and levels of project stakeholders at each stage of the project as appropriate including leading meetings or presentations or providing written reports

16. 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.

T&C of employment



Working hours - Contractual hours are 37 hours per week, but this role will require additional input as is reasonable for a management role. Business operational hours are 8am to 6pm with core hours between 9:30-12:00 and 2pm-4pm, but there will need to be flexibility to reflect the fact that most services are provided 24 hours, 365 days of the year. There will be regular meetings outside of these hours, such as with councillors or residents' groups, and the need to react to emergencies.

You will be required to be part of the Building Services management out of hours escalation rota.



Learning & development - Support will be given to enable the post holder to continually develop their skills and experience. The council has a range of training opportunities.

General Data Protection Regulation (GDPR)

As part of any recruitment process, Portsmouth City Council collects and processes personal data relating to job applicants. Portsmouth City Council is committed to being transparent about

how it collects and uses that data and to meeting its data protection obligations under
the General Data Protection Regulations (GDPR).

Completing and sending an application in for a vacancy is your consent for us to process your
data for the purpose of recruitment. Your data is not used in any other way and you can
withdraw your consent at any point in the recruitment process and we will destroy or delete your information.

For more detailed information on what we collect, how we use, store, delete data and your
rights you can access a privacy statement on our Job board.

You will need to demonstrate that you have the Right to Work in the UK. No post will be offered
without it.

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







