

# Project Surveyor – Kingswinford

<b>Contract:</b>	Permanent
<b>Full Time / Part Time:</b>	Full Time
<b>Hours:</b>	35 Hours Monday – Friday 9:00am – 5:00pm
<b>Department:</b>	Estates
<b>Location:</b>	LCP House, Pensnett Trading Estate, Kingswinford, DY6 7NA
<b>Salary:</b>	Negotiable

## **Purpose:**

The Projects Surveyor role will undertake Building Surveying related services as part of an in-house surveying team, set within a larger Estates Department covering Buildings, Services Engineers, and CAD Technicians

## **Key Responsibilities:**

- You will work with Asset Managers, in house solicitors and Property Managers to consider and deliver a range of works including strip outs, white boxing, alterations, defect diagnosis and repair, oversight of tenant’s proposals, etc.
- Undertake feasibilities reporting in various formats to give Asset Managers any necessary information to determine whether a deal is viable or not.
- Deal and control Pre and Post Design and Contract Administration.
- Engage advise and manage third party specialists, Building Control, Planning, etc.
- Undertake a set list of planned maintenance reports across the portfolio per quarter.
- Ensure advice and processes are effectively communicated & implemented.
- Ensure healthy & safe working conditions.
- Liaise with competent Contractors and Suppliers and fully engage with CDM Regulations.
- Act as Principal Designer.
- Ensure effective teamworking & support to colleagues.
- Develop financial plans for cost stability, avoidance of “shock” finance, reduction of WIP, debt, etc. in line with LCPM asset/property manager.
- Ensure control systems for statutory, policy & contractual commitments are in place. Ensure compliance with statutory & local regulatory requirements.
- Deliver effective business communication through advice, review & direct contribution to management & team meetings, briefings, consultations,

correspondence, publicity, monthly & ad-hoc reporting & other publications, as appropriate.

- Assure response to emergencies, supporting business continuity & disaster recovery.
- Work in a team but also independently.

**Person Specification:**

- Solid understanding of Building Surveying disciplines, whether qualified or not.
- Ability to confidently undertake professional work as well as Contract Administration.
- Health, Safety & Compliance management & delivery.
- Excellent problem solving & analysis skills.
- Experience in developing briefs and scopes of work both feasibility and tender through to site and completion.
- Pragmatic and business focused 'hands on' approach to work.

**Qualifications / Training:**

- Professional qualifications preferred but not essential.
- Knowledge of Database (Horizon / Sharepoint / OneDrive) a benefit.
- Conversant with MS style software and computer resources.
- Full UK driving licence.