

Person Specification

Position Title	Building Surveyor
Division / Section	Sustainable Development, Sustainable Construction Delivery
Service Area	Place
Responsible To	Building Surveying Manager

Person Specification

Qualifications, training & professional membership	• Degree in Building Surveying or a construction related degree qualification	Essential
	• Membership of relevant property related professional body (e.g. RICS or CIOB)	Essential
	• Prince2 qualified and experienced in using in working environment	Desirable
	• Hold a valid Construction Skills Certification Scheme (CSCS) card	Essential
	• Be trained in Asbestos & Legionella awareness and procedures	Essential
	• Demonstrable commitment to continuing professional development	Essential

The successful candidate will demonstrate evidence of the following experience, knowledge, skills and understanding. Evidence will be sought for selection purposes.

GENERAL

- Experienced working in commercial environment, such as local authority, specifically in design or construction Essential
- Sound knowledge in managing new build, maintenance refurbishment and alteration projects of varying of varying sizes and complexity, both on and off site Essential
- Experience in managing multi disciplinary staff in project teams Essential

- A sound knowledge and appreciation of other professional disciplines Essential
- A working knowledge of construction Health & Safety legislation Essential
- Experience of construction project delivery and project cost control. Essential
- Experience of providing cost effective technical solutions. Essential
- Experience of CAD Desirable
- Knowledge of current H&S & CDM Regulations Essential
- Proficiency in Microsoft Word, PowerPoint and Excel Essential
- Experience in managing and monitoring the performance of external consultants & contractors Essential
- Experience of operating in a customer focused environment Essential
- Experience of day to day operational management Essential
- Experience of supporting and contributing to business cases Essential
- Proven experience in managing and co-ordinating budgets Essential
- Strong analytical and report writing skills Essential
- Proven experience and understanding of sustainable design solutions Essential
- Proven experience and understanding of life cycle costing and maintainable design solutions Essential

LEADERSHIP

- Experience managing and co-ordinating relevant or equivalent service within an organisation of comparable scope, size and complexity within the public or private sector. Desirable
- Proven ability to coordinate resources to achieve asset service priorities Essential

- Proven ability to deliver strategic objectives Essential
- Ability to provide strong leadership to create a high performance culture and a clear sense of purpose Desirable
- Experience of leading and managing relevant or equivalent service in a political environment. Essential
- Proven ability to lead and coordinate resources to achieve service priorities Essential
- Build effective relationships with Senior Officers across all service areas and across partner agencies Essential
- Evidence of sound financial management skills including identification and delivery of savings and efficiencies. Essential
- Confident and proactive with a high level of drive, initiative and enthusiasm Desirable

STRATEGY AND CHANGE

- Influence the direction for relevant or equivalent service based on the principles of governance, risk management, probity, statutory requirement and best value. Essential
- Develop and implement strategy and policy to deliver sustainable and successful outcomes Essential
- Experience of successfully leading transformation of services. Desirable
- Strong communication and influencing skills Essential

PARTNERSHIP & ENGAGEMENT

- Successful partnership working and networking with key stakeholders, e.g. citizens, voluntary sector, business communities, government, trade unions and public agencies Desirable
- Strong and extensive stakeholder management skills, ideally within a government environment Essential
- Experience of building customer relationships, ideally in a government organisation. Essential

LEGISLATION

- Awareness of responsibilities for the health and safety of yourself, staff and service users and experience of implementing a safe working culture Essential

- Knowledge of major legislative and other issues facing local government with a particular focus on achieving effective delivery of services at a time of significant change and financial challenges. Essential

Competencies & Values Framework

Applicants will also be measured against the following competencies as per the Competency Level outlined in the Council's Competency & Values Framework.

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|--|---|
| Customer focused | <ul style="list-style-type: none"> • manages complex customer/client relationships • ensures regular contact with customers/client is maintained until problems are resolved • consults on service provision and uses feedback to implement service improvements • develops and reviews quality standards for service delivery • manages customer/client expectation and conflicting need. |
| Works Effectively with others | <ul style="list-style-type: none"> • builds and maintains constructive working relationships with other teams and groups • encourages equality and diversity in the workplace • treats people at all levels of the organisation with respect and values their abilities and contribution • tackles difficult issues of harassment, victimisation and racism in the workplace • facilitates open discussions and resolves conflicting views • creates opportunities to build and develop networking contacts throughout the Council to exchange information and ideas. |
| Managing change | <ul style="list-style-type: none"> • helps others to understand and address their concerns about change • proactively sells and champions change programmes to others • manages major conflict which could prevent changes being implemented • asks incisive questions to open up creative thinking and fresh ideas • assesses the impact of change and puts measures in place to minimise risk • plans the communication of change to explain what is different and what is the same. |
| Taking Ownership and Responsibility | <ul style="list-style-type: none"> • creates a sense of urgency about a situation when deadlines are slipping • ensures actions which are down to others take place as necessary and/ or expected • takes advantage of opportunities to influence future events • commits to own continuous improvement • is prepared to go beyond what appears to be required in the interests of the organisation • motivates individuals and groups to be proactive even when |

- meeting resistance
- keeps promises and honours commitments.

Communicating Effectively

- chairs meetings and facilitates groups effectively
- conveys difficult messages and gains acceptance
- diffuses conflict in a constructive non-threatening manner
- presents information in a persuasive and convincing manner
- asserts own opinions and expertise in tough situations
- is highly self aware and sociable, buoyant and positive when communicating with others.

Planning and Decision Making

- goes beyond information presented, and probes to get to the root of a problem, analysing cause and effect
- balances strict technical interpretation of issues with the need for practical solutions
- makes decisions that take account of multiple stakeholders
- properly considers departmental cost and resource implications when making judgements
- makes tough or unpopular decisions when required
- anticipates future trends/issues and amends plans accordingly.

Leading Others

- motivates and drives teams to achieve departmental objectives
- stimulates challenge and constructive debate within the team
- spots talent and gets the right team together, designs and constructs a team to make best use of members' abilities
- ensures constructive review takes place rather than apportioning blame
- leads without interfering, steps back and trusts people
- reinforces acceptable behaviours and values of the Council
- takes equal responsibility for the team's successes and failures.

Managing Performance and Developing Others

- holds managers accountable for their own and team performance
- encourages suggestions from managers/people to improve systems and processes
- ensures managers/people have the appropriate knowledge, skills and experience to deliver results and cope with change
- actively encourages and helps managers/people realise their potential and career aspirations
- sets team objectives and instils desire to exceed targets
- ensures key measures are in place including efficiency and where appropriate productivity.

Political Sensitivity

- recognises department/Council wide constraints - what is or is not possible in different circumstances
- uses departmental/Council wide relationships to get things done
- accepts that the political decision making process of the Council will influence the department
- demonstrates awareness of political and community issues relating to local government.