

POST TITLE	GRADUATE APPRENTICE SURVEYOR
DIRECTORATE	PLACE
SERVICE	HOUSING AND HOMELESSNESS
RESPONSIBLE TO	SURVEYING MANAGER, SURVEYOR
NUMBER OF POST HOLDERS	4
ACTING UP/ SECONDMENT	NO

PURPOSE OF JOB

To carry out a range of duties aligned with national policy and the City Housing Strategy, supporting team members in the procurement of capital projects and other Service Delivery for tenants and private owners. Under guidance, support the delivery of safe, energy efficient, well maintained, and managed housing sector which serves the city's housing needs.

To provide support to more senior staff while undertaking a professional qualification.

THE WHAT - MAJOR TASKS/JOB ACTIVITIES

- Process aspects of tender documentation including performance specifications, bill of quantities onto Public Contract Scotland in accordance with the relevant legislation, procedures and current contract standing orders.
- Assist in developing and processing reports for Senior Management, Council Committees, and other bodies.
- Under supervision, assist in site inspections to ensure compliance with relevant legislation.
- Provide advice to members of the public and Council staff, on construction, alteration of designs, adjusting plans, and determination of applications etc.
- Liaise with other Council services, external agencies and statutory bodies.
- Assist in developing future capital programmes of work for review by Senior Management.
- Under supervision, assist in tender evaluation to determine best value for the Council.

THE HOW - KNOWLEDGE AND SKILLS (E.G. CREATIVITY & INNOVATION, CONTACTS & RELATIONSHIPS, DECISION MAKING)

- Under the direction of their line manager prepare technical reports, suggest creative solutions, and interpret building surveys, technical drawings, and performance specifications.
- Assist in the decision making in respect of programmes of work.
- Assist in the reporting of investigations into all aspects of building work.
- Manage own time to meet changing deadlines and re-balance conflicting priorities whilst working to key performance indicators.
- Liaise with line managers if any difficulties arise with timescales or operational or technical duties.
- Be educated to Higher level to qualify for a degree level University course.
- The complexity of work will be determined by the line manager in accordance with the development plan for the apprentice programme.

ENVIRONMENT (WORK DEMANDS, PHYSICAL DEMANDS, WORKING CONDITIONS, WORK CONTEXT)

- The work involves normal office duties (70%) and some inspection work on construction sites (30%) including walking or standing for periods of time. Site activities involve working at heights and inspecting confined spaces there will also be exposure to moderate inclement weather and heat.

- The duties of the post mean that hazardous materials and potentially dangerous constructions are encountered when investigating building defects or visiting construction sites.
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 - moderate inclement weather and heat. (10%)
 - the work will involve access through confined spaces. (10%)
 - inspection and measurement of Council Homes (internal/external/communal spaces. (20%)
 - wearing PPE (30%)
 - inspecting confined spaces e.g. attic areas and excavations (10%).

SUPERVISION AND MANAGEMENT OF PEOPLE (NUMBERS AND TYPE OF STAFF)

No direct responsibility for supervising staff.

RESOURCES

- Responsibility for the security and safe use of office equipment, such as cameras, basic survey equipment and office stationery.

HEALTH AND SAFETY

Protecting the health and safety and welfare of our employees, and our third parties including members of the public, contractors, service users and pupils, is the starting point for a forward-thinking Council.

All employees are responsible for:

- Taking care of their own health and safety and welfare, and that of others who may be affected by their actions or omissions.
- Co-operating with management and following instructions, safe systems and procedures.
- Reporting any hazards, damage, or defects immediately to their line manager; and
- Reporting any personal injury and work-related ill health, and accident or incident (including 'near misses') immediately to their line manager, and assist with any subsequent investigation, including co-operating fully with the provision of witness statements and any other evidence that may be required.

Line managers have additional responsibilities for ensuring all health and safety risks under their management are identified, assessed and controlled, with specialist input from H&S Advisers and others including Occupational Health where required. Where the risks cannot be adequately controlled the activity should not proceed.

Additional information can be found in the [Council Health and Safety Policy](#).