

Job Profile: Building Surveyor Commercial Property and Building Surveyor CSF Property & Contracts

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Job Grade: Level 4, Zone 2

Salary Range: £45,042 - £51,870

About Camden

'Camden is building somewhere everyone can thrive, by making our borough the best place to live, work, study and visit. Because, we're not just home to UK's fast-growing economy. We're home to the most important conversations happening today. And we're making radical social change a reality, so that nobody gets left behind. Here's where you can help decide a better future for us all.

About the role

Making the 5 Camden Ways of Working the foundation of your approach to work, manage reactive repairs, planned maintenance and capital programme works to the property portfolio, ensuring that all health & safety and environmental management issues are addressed.

Outcomes or objectives that this role will deliver:

- Take a lead in the process of receiving details of repairs required, assessing the action necessary, diagnosing, specifying and supervising a wide range of repairs, including building fabric, mechanical and electrical services, and also be responsible for initiating and supervising works in respect of Health & Safety, Sustainability and DDA.
- Working as one team, ensure that all works are ordered in accordance with the Council's Contract Standing Orders and Financial Regulations, and internal procedures, and to ensure that proper approval to expenditure is obtained before ordering works, and to prepare reports as required in respect of technical issues and recommend and deliver agreed solutions on time, and to approved budget to high levels of customer service.
- Interpret leases and prepare reports for property managers on tenants' modifications and alterations, providing reports on outstanding repairs under tenants' obligations, and assist in any action taken to ensure compliance with lease terms, building and health & safety regulations.
- Working as one team, ensure the operation, management and supervision of the Council's facilities management contracts seeking better, innovative ways to deliver services including electrical maintenance, fire protection, lift maintenance, air conditioning, heating/ hot water and building repairs.

- Work together with colleagues to identify and co-ordinate priorities for the setting and delivery of the Corporate Capital programme.
- Work as one team to set, maintain, review and update technical standards and procedures for capital, day to day and planned maintenance work across the Property portfolio.

About you

Technical Knowledge and Experience:

Essential:

- Building Surveying (mechanical or electrical qualification).
- Degree level or equivalent.
- Knowledge and experience of implementing the requirements of Health & Safety and associated legislation, in particular the Health and Safety at Work Act (H&SAWA), EEC directives and CDM regulations.
- Knowledge of pricing works and checking invoices against agreed schedule of rates.
- Diagnosing, specifying and managing repairs/maintenance and capital works.
- Good knowledge and application of a variety of IT packages.
- Effective communication skills including the ability to write reports.
- Knowledge of preparing detailed specifications and budget estimates.
- Experience in managing budgets and maintaining financial control and supervision of JCT Building PPM repair and new works contracts.

Desirable:

- Knowledge of tenant / landlord and lease obligations.
- Knowledge of environmental management and systems and how they can be implemented within the property management framework.

Qualifications

Work Environment:

The post holder will be required to work in an agile way in line with Camden's move to a paperless and flexible work environment. They will also be required to sometimes work alone in empty properties and out of hours. The job involves working under pressure with the need to specify, monitor, support and audit the work of contractors.

People Management Responsibilities:

The post holder's work has a direct effect on service delivery and significant revenue and capital financial implications ensuring that the Council achieves value for money.

The post holder will have no direct line management responsibility.

The post holder will be expected to embrace the ethos of a self-managed team. The self-managed team is expected to define priorities, set objectives, allocate work strands and manage the workload. The self-managed team will contribute towards sharing and developing knowledge within the team.

Relationships;

Key contacts will include:

- Senior managers and officers across directorates
- Members of the public
- Contractors
- Consultants
- Business tenants

The post holder will be committed to delivery of exceptional customer care to building occupiers and will assist in maintaining close liaisons with building occupiers and commercial tenants, and will continuously seek to improve the quality of services provided.

Over to you

We're ready to welcome your ideas, your views, and your rebellious spirit. Help us redefine how we're supporting people, and we'll redefine what a career can be. If that sounds good to you, we'd love to talk

Is this role Politically Restricted?

Some posts at Camden are politically restricted, which means individuals holding these posts cannot have active political role. For a list of all politically restricted roles at Camden [click here](#).

Diversity & Inclusion

We want Camden Council to be a great place to work and to ensure that our communities are represented across our workforce. A vital part of this is ensuring we are a truly inclusive organisation that encourages diversity in all respects, including diversity of thinking. We particularly

welcome applications from Black, Asian and those of Other Ethnicities, LGBT+, disabled and neurodiverse communities to make a real difference to our residents so that equalities and justice remains at the heart of everything we do. Click [Diversity and Inclusion](#) for more information on our commitment.

Agile working

At Camden we view work as an activity, not a place. We focus on performance, not presenteeism. We create trusting relationships, we embrace innovation rather than bureaucracy and we value people. Collaboration is the Camden way, silo working isn't.

At Camden we are proud to be one of Hire Me My Way's inaugural campaign supporters. Hire Me My Way is a national campaign led by Timewise, designed to increase the volume of good quality jobs that can be worked flexibly in the UK (www.HireMeMyWay.org.uk). Hire Me My Way aims to treble the number of available good quality flexible jobs to 1 million by 2020.

Asking for Adjustments

Camden is committed to making our recruitment practices barrier-free and as accessible as possible for everyone. This includes making adjustments or changes for disabled people, neurodiverse people or people with long-term health conditions. If you would like us to do anything differently during the application, interview or assessment process, including providing information in an alternative format, please contact us on 020 7974 6655, at resourcing@camden.gov.uk or post to 5 Pancras Square, London, N1C 4AG.

Chart Structure

