

## **Building Surveyor**

Reporting to the Senior Building Surveyor

### **Key Responsibilities:**

#### **Maintenance and repair strategy**

The Building Surveyor develops and maintains a maintenance strategy for each building they are responsible for. Each plan must reflect the condition, leasing structure and the business plan for that asset, being robust to ensure the fabric is suitably maintained and appropriate. This will include demonstrating to our customers the service charge is appropriate and reflects current market rates for any works.

The Building Surveyor will be responsible for delivering all repairs by the appointment of external consultants and contractors in conjunction with our Customer Experience Managers and customers on site to minimise impact upon their day-to-day operations.

#### **CAT A, Minor refurbishments and lease deal alterations**

The Building Surveyor is responsible for overseeing CAT A, refurbishments and lease deal alterations, as directed by the Senior Building Surveyor and Portfolio Managers. These works will generally be project-managed externally with the Building Surveyor acting as the client representative ensuring that any works carried out at the building are delivered on time and on budget and will not compromise the planned maintenance or other service contracts such as M&E contracts.

#### **Customer works and Licence to Alter**

Reporting to the Senior Building Surveyor and working with our Customer Experience Managers, the Building Surveyor's responsibility is to assist, review and manage the approval of our customer's works to ensure any works do not compromise the building or any warranties that may exist. This will include working with our Solicitors to ensure licence packs are appropriate, issued to Superior Landlords where applicable, insurances are in place and H&S and building requirements are being followed. The Building Surveyor is responsible for monitoring the works, witnessing any commissioning of systems and collation of as-built information on completion.

#### **Dilapidations**

Where directed by the Senior Building Surveyor or Portfolio Manager, the Building Surveyor may be required to assist with dilapidations negotiations, generally using outside service providers.

#### **Legislative requirements**

The Building Surveyor will keep abreast of and facilitate compliance with legislative requirements in relation to the management of the buildings and place suitable measures and processes in place for compliance. This includes,

- Compliance Management
- Review of RAMS
- Online reporting generally

#### **Suppliers**

Assist the Senior Building Surveyor in maintaining an approved list of contractors/consultants.

#### **Environmental responsibilities**

The Building Surveyor should consider the Company's Sustainability Policy as part of the role, including the utilisation of energy efficient equipment where appropriate and tasking third parties to monitor energy usage where applicable.

### **Corporate responsibility**

The Building Surveyor is responsible for ensuring that the Company's CR values and objectives are actively pursued in his/her area of work in alignment with the Sustainability team.

### **Likely background/experience:**

- A Chartered Building Surveyor.
- Min. 3 years' experience in a similar role.
- A good understanding of building defect diagnosis and remedies.
- Experience of managing/administrating CAT A and CAT B works.
- An understanding of Landlord and Tenant matters.
- Adept at working in a fast-paced and dynamic environment.
- Able to work autonomously; self-motivated.
- Experience of working in a professional/technically oriented organisation.
- Experience within real estate/commercial sector.
- Experience of customer facing communication.

### **Personal attributes:**

- Excellent communication skills with the ability to clearly communicate requirements to external consultants, contractors, and our customers.
- Enthusiasm for and interest in their work, bringing energy and focus to all aspects of their work.
- Preparedness to 'go-the-extra mile' to meet the needs of the business and, on occasion, flex working hours to meet business critical deadlines.
- A continuous improvement mind-set constantly looking for ways to deliver the best possible service to the team and the wider business.
- Has a team-orientated and customer mind-set and wants to be part of the team and GPE as a whole.
- Timely and disciplined in record keeping and retention of records in a defined manner.

### **Live by our company values:**

- We achieve more together.
- We are committed to excellence.
- We are open and fair.
- We embrace opportunity.