

Job Title: Project Surveyor	
Job Evaluation Number	B080

JOB DESCRIPTION

Job Title: Project Surveyor	Location: HQ(N) Fountain Court
Job Family: Business Support	Role Profile Title: BB4 Police Staff
Reports To: Quantity Surveyor/ Project Liaison Officer	Band level: 4I
Staff Responsibilities (direct line management of): Nil	

a. **OVERALL PURPOSE OF THE ROLE:** Defines the role, put simply, why it exists.

The overall purpose of the role is to: be responsible for the development and delivery of smaller projects that are delivered by the Capital Projects Team from the initial establishment of an agreed brief with the 'internal' client through the construction phase to practical completion, and final account stage. To work with senior professional staff to deliver larger more complex Capital projects.

b. **KEY ACCOUNTABILITY AREAS:** Define the important aspect of the role for which the job holder is responsible for results or outcomes.

The key result areas in the role are as follows:

1. To undertake surveys of buildings, in order to identify the scope of proposed works and agree client requirements; to prepare designs and specifications to facilitate tendering of building contracts, to appoint contractors, oversee their work and manage projects to agreed timescales and approved budgets.
2. To carry out sufficient work to establish the key elements of a project to allow the identification of preliminary cost estimates for forward budget planning purposes.
3. To research, identify and agree the requirements of internal clients, in relation to specific proposed building projects. Individual projects or cumulative programme costs typically in a range £75k - £500k. On occasions the project cost could be as in the range of £1m - £1.5m
4. To prepare briefing information to facilitate tendering and commissioning of external consultants; to supervise consultants in producing detailed project proposals; to subsequently oversee the consultants in managing project procurement and delivery to practical completion.
5. To report on project costs at pre-tender and tender stages; to monitor and report on project programmes and cost profiles during the construction phase ensuring all cost variations are fully reconciled and approval is obtained in accordance with financial rules and force/department procedures.
6. To prepare and submit monthly project review reports for internal capital team meetings, and for progress monitoring meetings with the Capital Schemes Manager. To plan and prioritise workload effectively to ensure that critical project milestones are achieved and report where there is variance.
7. To ensure the project conforms to the agreed brief and approved budget; to advise on the consequence of subsequent proposed variations, and to monitor and control all variations.
8. To consult, advise and liaise effectively with colleagues in the Maintenance Team, so that they are appropriately informed as necessary, and to ensure that record drawings, Health and Safety files and operation and maintenance manuals are available at the completion of every project.

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9. To ensure building projects comply with all requirements in connection with planning permission, Building Regulations, CDM Regulations and all relevant health and safety considerations.

10. To participate in formal post project reviews, in order to establish the extent to which schemes have met their stated objectives, have been delivered in accordance with the agreed brief, have addressed internal stakeholders realistic expectations, and that future 'lessons learnt' have been identified.

c. **DIMENSIONS:** Include matters as key result areas that make the greatest demands on the role holder, seasonal pressures, items processed, the number of customers and/or level of authority to make financial decisions or commit other resources

Further Comments:

The key demand is the requirement to deliver a significant number of smaller construction projects to meet the operational needs of our clients. Whilst these projects are the less complex ones in general there is still a need for these to be designed and procured in a professional manner and to achieve excellent project outcomes. These projects will include small new builds, the refurbishment of existing buildings and carrying out routine larger maintenance projects such as the replacement of M&E items. The majority of these projects fall in the £75k - £500k range the post holder will be expected to manage a number of these at any point in time

Work load will vary slightly throughout the year but this fluctuation is dependent on operational demand rather than any seasonal pressures, the intention would be to have a balanced workload that allows the post holder to deliver the high volume of work that he/she will be expected to produce.

A further demand on is to liaise with all the relevant stakeholders during the project development stage and ensure that the full extent of the requirement is identified and documented. This requires a clear understanding of both the aims of the proposed project and the full extent of the stakeholder group. There will also be the need to de-conflict differences between the requirements and priorities of stakeholders.

The number of customers on each project is determined by the size and type of project, but in general the numbers involved will be both less than on the more complex projects that are run within the team and the relative level of seniority of the individuals they will deal with lower.

d. CHARACTERISTICS OF THE ROLE

Expertise: Concerned with the level of administrative, professional and/or technical expertise (knowledge and skills) needed to perform the role effectively; may be acquired through experience, specialised training, and/or professional or specialist education and training.

<i>The knowledge or skills required in the role are as follows (essential or desirable):</i>	<i>E/D</i>
1. Professional Qualification: Educated to degree level and either having achieved or be working towards full membership of one of the following professional bodies or a professional body of comparable standing: Royal Institution of Chartered Surveyors (MRICS), Chartered Institute of Building (MCIOB), Royal Institute of British Architects (RIBA), Chartered Institute of Building Services Engineers (CIBSE).	E
2. Experience of delivering refurbishment projects within occupied buildings and maintaining functionality by managing and minimising disruption to users.	E
3. Some experience of financial and budget management.	E
4. Experience and proficiency in the use of IT systems, including Microsoft Word, Excel and specialist commercial surveying proprietary applications especially CAD software.	E

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5. Ability to work within a team.	E
6. Experience of managing technical liaison between internal client and external consultant and contractors.	D
7. Able to demonstrate post qualification project management experience of a diverse range of construction projects, including new buildings, refurbishments, and projects incorporating elements such as building services modifications and installations.	D
8. Experience of working in both the public and private sector.	D
Additional comments: If not yet fully qualified will be expected to be working towards full professional qualification within a relevant institute whilst employed within this position	