

JOB DESCRIPTION

Job Title	Regional Assistant Building Surveyor
Department	Historic Estates
Location	Wales & Midlands

Essential Function – Job Summary

The regional assistant Building Surveyor is responsible for all aspects of the conservation, maintenance, repair and improvement work to Landmark's portfolio of buildings and structures within their region, although under the support and guidance from the current Wales & Midlands Regional Surveyor.

The range and importance of the role is considerable. The works range from minor works (annual, cyclical and response maintenance) to major upgrades of the existing portfolio of Landmarks, all carried out to the highest conservation and repair standards.

Maintenance of Landmark's existing portfolio is as important as its new project work, and is critical to meeting the required letting income. Landmark has evolved a very particular style of presentation, which has come to be recognised and sought out by its customers and which must be respected and perpetuated.

The Historic Estates department does have an in-house direct labour furnishings and crafts team and there may be occasions when planned maintenance works are undertaken by them. Financial management, CDM and supervision of their works would be required.

The role involves liaising with other colleagues within Landmark, notably the regional operational team (RPMs, PAs, Housekeepers) as well as with the furnishings and crafts team. Liaison and co-operation with the bookings team is required to minimise downtime for the lettings business. This is combined with hands-on managerial work to achieve proper and timely execution of works on the ground ensuring compliance with CDM and other H&S legislation as necessary.

A substantial budget, based on need and linked to the income performance of the lettings business, is available under the Building Surveyors' / Architects' for the repair and maintenance of all buildings and associated services in the portfolio. Close financial control and accountability is essential, as is proper contractual procurement procedures to protect Landmark's interests.

The Head of the Historic Estate has overall responsibility for the delivery of new building rescue projects. The regional assistant Building Surveyor may be asked to backfill the maintenance responsibility of a regional surveyor working on a large-scale project refurbishment work. If the property falls in the Wales & Midlands region, the maintenance responsibility will fall to the assistant building surveyor.

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Relationships:

Reports To: Wales & Midlands Regional Surveyor

Liaises with: Surveyors and colleagues within the Historic Estates team; Head of Furnishings; Chief Operating Officer (Operations); Head of Land and Property; Regional Property Managers and other operational field staff including Housekeepers; the Bookings Team and other teams based at Shottesbrooke.

With support and guidance from the Wales & Midlands Regional Surveyor, the key accountabilities are:

1. To develop and maintain a close understanding and knowledge of Landmark's buildings and philosophy, and the requirements of the wider lettings business and fundraising activities.

Maintenance:

2. To carry out building inspections to assess the nature and scale of maintenance necessary, including significant response maintenance issues.
3. Assist colleagues with priorities of work on buildings so as to balance the needs of conservation and customer requirements within available budgets.
4. To assist with forward planning maintenance, repair and improvement programmes, managing the closure system effectively and as economically as possible for letting income downtime.
5. To develop scheme designs and specifications for planned maintenance and improvement, consulting internally to agree scope of work and requirements for improvements, including drawings, specifications, contracts, site supervision and financial control.
6. Provide guidance and support to regional and property staff on maintenance and repair issues to ensure that works are carried out to the required standard and monies managed within budget.
7. Follow in-house procurement procedures to ensure that Landmark achieves competitive estimates for the work.
8. Awareness, understanding and ability to prepare pre-H&S documentation as required under the Construction, Design and Management (CDM Regs 2015) Regulations. In-house procedures for all maintenance works to be followed to ensure only competent or appropriately vetted contractors carry out works on Landmark properties.
9. Assist with carrying out detailed QI and condition surveys of a wide range of historic buildings to inform future maintenance programme of works.

General:

1. To assist with developing and maintaining contacts with local contractors to facilitate the carrying out of building work at Landmark properties.
2. Where essential and economic, to appoint and oversee external professionals to complement the team's work.

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3. To assist with negotiating and establishing sound contracts for work carried out by third parties, to ensure that Landmark's interests in terms of health and safety, liabilities, budget, quality and time are protected.
4. To assist with developing and maintaining records of work carried out, including standardised specifications, as-built services drawings, colour schemes, mortar records, to ensure that all building work is fully documented for future reference.
5. To assist with keeping up to date, maintaining and developing the procedures and manuals necessary for the guidance and direction of staff, contractors and consultants.
6. To assist with managing and scheduling the work of the crafts team where applicable
7. To continue to act as a contributing member of the Historic Estates Team sharing technical knowledge and good practice with colleagues
8. To undertake other duties as may be reasonably required.

Skills:

- An interest in and knowledge of historic buildings
- Experience of working with small and medium sized contractors
- Experience of simple budget management of small contracts
- Understanding of current building regulations and other statutory legislation
- Ability to self-manage and prioritise workload
- Good, clear communicator, both verbally and in writing
- Organised
- Drawing/sketch skills desirable
- Understanding of CDM Regulations 2015 and other Health & Safety legislation and able to carry out site audits
- Understanding of current environmental and ecological legislation
- IT Literate. Confident working skills in MS Office including strong competence in Outlook, Word, Excel and Projects (desirable); CAD competence (desirable)
- Working knowledge of MS Sharepoint 365 and Salesforce (desirable)

Education:

- Enrolled on a Building Surveying Degree course or equivalent.

Minimum Work Experience:

- Ideally, two years' work experience in the wider construction sector and/or in the conservation field.

General:

- The successful candidate will be required to work from home, although all the necessary IT equipment including a mobile phone will be provided.
- The successful candidate will be offered a company car to carry out the functions of the position.
- The position requires extensive travel within their respective region to visit Landmark properties. Travel will occasionally be required to Shottesbrooke (Head Office) and other regions as necessary.