

# The Landmark Trust

## JOB DESCRIPTION

<b>Job Title</b>	<b>Regional Building Surveyor / Architect</b>
<b>Department</b>	<b>Historic Estates</b>
<b>Location</b>	<b>Berkshire or Hampshire</b>

### Essential Function – Job Summary

The regional Building Surveyors / Architects are responsible for all aspects of the conservation, maintenance, repair and improvement work to Landmark's portfolio of buildings and structures within their region.

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 Building Surveyors / Architects will share responsibility by acting as client representatives on new project work working closely with the external design team and acting as a link to the in-house project team for large-scale project refurbishment work. They will provide technical guidance and expertise as well as ensuring proposals are sustainable and consider ongoing future maintenance concerns. New projects, once added to the portfolio, become the responsibility of the Building Surveyor / Architect to maintain.

There are a number of managed lettings within the Landmark portfolio of properties as well as commercial (investment) properties, which from time to time, the Building Surveyor / Architect will be asked to provide professional and technical advice; prepare repair specifications and

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oversee repair works carried out either by the in-house direct labour crafts team or by external contractors as necessary.

## Relationships:

Reports To: The Head of the Historic Estates

Liaises with: 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; and the Bookings Team and other teams based at Shottesbrooke.

## Key Accountabilities:

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 inspect buildings to assess the nature and scale of maintenance necessary, including significant response maintenance issues.
3. Decide and resolve jointly with colleagues the priorities for work on buildings so as to balance the needs of conservation and customer requirements within available budgets.
4. To forward plan 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. Carry out detailed QI and condition surveys of a wide range of historic buildings to inform future maintenance programme of works.

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## Projects:

1. To assist the Head of the Historic Estate with the delivery of new projects to the Landmark portfolio by acting as client representative.
2. Responsible for appointing and managing an external consultant team and liaising with the in-house project team from feasibility stage through to post project completion duties following the RIBA Work Stages.
3. Responsible for ensuring projects develop methodically through the Gateway (Trustee approval) stages process.
4. Responsible for preparing and delivering monthly project reports to the project board.
5. Administer project budgets effectively and efficiently, preventing overspends.
6. Responsible for monitoring and keeping oversight of the project programme through the RIBA work stages.
7. Responsible for ensuring all requests for client decisions are brought to the project board accordingly to keep projects on target.
8. Responsible for ensuring all CDM Regulations and other health and safety matters (including site specific risk assessments) are considered and incorporated throughout the project lifecycle.
9. Provide buildings expertise throughout the lifetime of the project to ensure that works are carried out to meet current best practice standards, achieve Landmark's trademark quality and any issues are identified and resolved throughout the project lifecycle.
10. Ensure a maintenance manual (including services as-built drawings) are prepared post project completion.

## General:

1. To develop and maintain 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
3. Negotiate and establish 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 develop and maintain 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. Update, maintain and develop the procedures and manuals necessary for the guidance and direction of staff, contractors and consultants.
6. To manage and schedule the work of the crafts team where applicable
7. 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.

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## Skills:

- Demonstrative interest in and knowledge of historic buildings
- Understanding of traditional building construction, materials and appropriate conservation repair techniques
- Able to undertake QI and condition surveys of a range of vernacular buildings
- Sympathetic design detailing to maintain the Landmark's unique aesthetic
- Management of others – including external contractors, consultants and direct labour furnishings and crafts team
- Budget and time management
- Experience of managing small to medium sized maintenance projects
- Good working knowledge of current building regulations
- Ability to self-manage and prioritise workload
- Good, clear communicator, both verbally and in writing
- Professional and organised
- Drawing/sketch skills desirable
- Good understanding of CDM Regulations 2015 and other Health & Safety legislation and able to carry out site audits
- Good understanding of current environmental and ecological legislation
- IT Literate. Confident working skills in MS Office including strong competence in Outlook, Word, Excel and Projects; CAD competence (desirable)
- Working knowledge of MS Sharepoint 365 and Salesforce

## Education:

- Minimum Building Surveying Degree or RIBA Part II - essential
- Relevant Chartered Qualification (building related) - desirable
- Building Conservation Accreditation – desirable
- Post-Graduate qualification in Building Conservation - desirable

## Minimum Work Experience:

- Significant post-first degree experience, preferably with minimum 2 year post-degree experience in the historic buildings conservation and repair sector.

## 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.

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## TERMS OF EMPLOYMENT

### **CONTRACT DURATION**

This is a permanent contract.

### **LOCATION**

This position will be home based.

### **SALARY**

In the range of £36,000 - £37,700 per annum depending on skills and competencies, paid monthly in arrears.

### **WORKING HOURS**

35 hours per week

### **HOLIDAYS**

The holiday entitlement is 25 days per annum plus bank holidays rising to 30 days after 10 years' service.

### **SICK PAY**

During the probationary period you will only be paid your Statutory Sick Pay entitlement. After this period you will receive full basic pay during any sickness absence up to 20 days in any 12 month period. The Statutory Sick Pay will be included in this sick pay. Where absence exceeds seven consecutive calendar days and in certain other circumstances, a doctor's certificate will be required.

### **PENSION SCHEME**

You will be automatically enrolled in Landmark's pension scheme.

### **MEDICAL HEALTH**

Private health insurance, currently with BUPA, can be provided when you have been with Landmark for a year.

### **TRAVEL EXPENSES**

You will be paid mileage at the rate of 40p per mile when using your own car. A company car can be made available.

### **NOTICE**

The appointment is subject to satisfactory completion of an initial 6 month probationary period, though this may be extended if more time is needed to assess suitability for employment. During this period the post will be subject to one week's notice on either side. A minimum of 3 months' notice in writing on either side applies after the end of the probationary period.

### **HEALTH & SAFETY**

All staff are expected to observe all health and safety at work regulations as set out by Landmark in accordance with statutory requirements.

### **CONTRACT**

The successful applicant will be required to sign Landmark's Contract of Employment.

The purpose of this information is solely to help prospective employees to understand the details of Landmark's Conditions of Employment. It is not an offer of employment and does not form part of the Contract of Employment or the job description.