###

**Job Description**

**Senior Projects Surveyor/Architect (South)**

|  |  |
| --- | --- |
| **Post Title** | **Senior Projects Surveyor/Architect (South)** |
| **Reporting to** | Head of the Historic Estates |
| **Staff reporting to this post** | 3 x regional (operational) surveyors |
| **Liaises with** | Colleagues within historic estates, in-house project team, health and safety advisor, finance, in-house workshop team.Externally consultants, contractors, landowners, neighbours, funding bodies, utility suppliers, stakeholders  |
| **Hours** | Full time (35 hours per week)  |
| **Department and Location** | Historic Estates - WFH  |

**Background**

The Landmark Trust is one of Britain's leading building conservation charities. With the help of our supporters, we save historic buildings in danger of being lost forever. We sensitively restore such 'Landmarks' and offer them a new future by making them available to everyone for self-catering holidays. The lettings income from the 200 extraordinary buildings in our care supports their maintenance and survival.

Landmark has an ambitious pipeline of potential building rescue projects across a range of building categories throughout Britain. Each year Landmark undertakes one or two projects and for those that are large scale, the charity seeks funding from individual supporters, trusts and foundations and grant-giving bodies such as the National Lottery Heritage Fund. The post holder will lead building rescue projects in southern Britain (refer to the Projects map) with a multi-disciplinary project team. This role offers an exciting career opportunity for someone who has an excellent track record of restoring historic buildings to the highest conservation standards to time and budget.

The post holder will have experience of successfully managing the delivery of refurbishment of historic buildings from inception/potentials stage through to completion and handover with budgets ranging from circa £500k-£4million.

**Key responsibilities**

* Lead on managing and administrating major refurbishments to the highest quality standards in conservation from feasibility/evaluation throughout to handover/building opening.
* Lead on fostering a collaborative team approach to project delivery with in-house colleagues and external suppliers
* Lead on setting up and managing project budgets for each assigned project ensuring costs are controlled throughout the project lifecycle
* Lead on managing individual project programmes and ensuring projects develop methodically through the RIBA work stages and Landmark’s Gateway stages
* Lead on procuring and managing external consultant team
* Provide buildings technical expertise throughout the lifetime of the project to ensure that works are carried out to meet current best conservation standards, achieving Landmark’s trademark quality and any issues are identified and resolved throughout the project lifecycle.
* Lead on ensuring project proposals are environmentally sustainable, aspire to achieve inclusive access and consider ongoing servicing and maintenance requirements.
* Demonstrate knowledge and understanding of site-specific construction health and safety, CDM regulations and other building related matters are considered and incorporated throughout the project lifecycle.
* Lead on preparing project progress reports for monthly Project Board requesting client decisions, reporting against budget, programme and highlighting key risks and issues.
* Responsible for line managing 3 regional surveyors. Providing technical support and guidance with their planned, cyclical and compliance work; carrying out annual appraisals and assisting with regional work plans and budget setting. NB new projects, once added to the portfolio become the responsibility of the regional surveyors to maintain.
* Prepare quarterly project progress reports for Trustees pack.
* Supports the Head of the Historic Estates with the process of consideration and response for buildings Potentials pipeline
* Working in partnership with Landmark’s development (fundraising) team on various funding applications
* Working in partnership with Landmark’s engagement officer to provide a bespoke traditional craft training skills programme for the delivery phase of the major refurbishment projects
* Ensure a maintenance manual (including services as-built drawings) is prepared post project lifecycle
* Assists the Head of the Historic Estates with post project reviews to establish areas of improvement for future project work
* Keeps abreast of knowledge and best practice in the sector and sharing it internally with colleagues
* Assists the development (fundraising team) with promoting the project scheme by carrying out presentations either face to face or on digital platforms throughout the project lifecycle and when required, acts as project champion to the trustees, conservation community and public.

**Requirements**

* Relevant professional construction qualification through either RICS, RIBA, RIAS, CIOB or similar
* Proven experience working in historic building conservation environment; it would be advantageous to hold a building conservation qualification.
* Experience of managing large refurbishment building contracts on historic buildings including site wide landscaping works
* Proven experience of line management of others
* Experience of working with multi-disciplinary teams and external stakeholders
* Good working knowledge of JCT building contracts
* Good working knowledge of statutory planning and Listed Building Consent
* Budget and programme management
* Collaborative style of working
* Ability to self-manage and prioritise workload
* Confidence speaking to senior colleagues, stakeholders such as supporters, grant assessors
* Experience of managing people remotely
* Calm and professional manner
* Willingness to travel and work some weekends/out of hours

**General**

* To appreciate, and work within, the organisation’s culture and to conduct all activities in a manner which promotes and enhances the Landmark Trust’s character and reputation.
* Landmark is an equal opportunities employer. All staff are expected to conduct themselves in accordance with the Equality Act 2010.
* All staff are expected to fulfil their duties with due regard to their own health and safety and that of others.
* To undertake any other duties as may be reasonably required in the post.
* Post holder will be based at home
* The position requires extensive travel within their region to visit existing and new potential Landmark properties. Travel will also be occasionally required to Shottesbrooke (Head Office) and other areas within the UK.
* A company car will be offered to carry out the functions of the post.

**PERSON SPECIFICATION**

|  |  |  |
| --- | --- | --- |
| **Category** | **Essential** | **Desirable** |
| **Experience** | Relevant chartered qualification (building related) |  |
|  |  | Post graduate qualification in Building Conservation or conservation accredited |
|  | Proven experience of managing large conservation restoration projects of between £500k-£4million successfully |  |
|  | Proven experience of managing and leading a multi-disciplinary consultant team  |  |
|  | Proven knowledge and enthusiasm of working on historic buildings |  |
|  | Proven experience of managing budgets and complex building projects |  |
|  | Good communication skills: ability to communicate to a high standard with a variety of audiences, both verbally and in writing, and in both formal and informal situations.  |  |
|  | Working knowledge of health and safety, CDM regulations  |  |
|  | Working knowledge of JCT building contracts |  |
|  | Working knowledge of statutory regulations including planning, listed/SAM’s consent, building control, ecological and environmental  |  |
|  | Proven line management experience |  |
| **Competencies & skills** | Self-motivated with the ability to progress several tasks simultaneously and maintain time scales, including when working under pressure. |  |
|  | Ability to problem-solve and think creatively |  |
|  | Team player  |  |
|  | Professional calm manner |  |
|  | Excellent organisational and administrative skills |   |
|  | IT literate: Proficient in MS Office suite (Word, Excel, PowerPoint) and Outlook email. NetSuite, SharePoint and Salesforce |  |
|  | Ability to plan and prioritise. |   |
|  | Methodical and organised approach to tasks. |   |
| **Other Requirements** | Empathy with and commitment to the work of the Landmark Trust. |  |
|  | Able to work alone and as part of a team. |  |
|  | Clean driving licence |  |
|  | Willingness to work some weekends and evenings |  |

**TERMS OF EMPLOYMENT**

**Contract Duration**

This is a full-time permanent contract.

**Location**

This position will be home based.

**Salary**

In the range of £46,000 to £47,000 per annum depending on skills and competencies, paid monthly in arrears

**Working Hours**

35 hours per week Monday to Friday 9am to 5pm - you may be required to work additional hours etc.

**Holidays**

The holiday entitlement is 25 days per annum plus statutory holidays, increasing to 30 days after 10 years’ service.

**Sick Pay**

During the first three months of employment or the probationary period (whichever is the

longer) 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, will be provided when you have been with

Landmark for a year. Landmark’s contribution will be pro-rated for part-time employees.

**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 month’s 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.