



Diocese of Westminster

Job Profile	Building Surveyor
Department / Parish / Agency	Property
Reporting to	Director of Property
Employer	Aedificarbo Ltd (<i>Subsidiary company of the Diocese of Westminster</i>)
Cost Centre	160
Location / Address	Hendon Property Office
Management of	n/a
Contract type	Permanent
Hours	35 hours per week (<i>Monday-Friday, with some evening work required – time off in lieu</i>)
Salary	£60k
Job Reference	652-160

Job Purpose:

Duo line managed with internal support team Director and Director of Property.

The role is to ensure that maintenance construction and refurbishment projects are managed minimising all risks, predominantly Church buildings, Curia and a number of Parish owned non-ecclesiastical property.

Principle duties and responsibilities

All tasks below relate predominantly to the Parish estate (Church, Hall and Presbytery) and other diocesan owned properties, to include training Centre's, and housing.

1. Provide traditional project management and building surveying duties. Liaising with all team members to ensure that projects are delivered from inception to completion including settlement of the final account, on time, within budget and are on scope.
2. Prepare and provide specification of works and working drawings for a variety of maintenance and refurbishment works.
3. Good working knowledge of statutory applications (planning, building Regulations, listed building applications) and completing and submitting applications on behalf of the Diocese.
4. Attending and managing meetings, overseeing work on site, contract administrator, specification writing, tendering/procurement procedures, working knowledge of JCT forms of Contract.
5. Undertaking all peril insurance repair works (subsidence, fire etc), including undertaking specification
6. A good working knowledge of Listed Building applications and administration of those applications as part of a specialist Historic Churches committee, that provides Listed Building Consent preparing reports for committee liaison with administration colleagues.
7. Liaison with the Diocese Estate Surveyor, negotiate, prepare and issuing of licenses and leases as required for building works to diocese owned property, including Title Deed investigation.
8. Identify and mitigate project risks.
9. Provide advice on the diocesan property portfolio in terms of the suitability, condition, use, sustainability and future long-term capital plans. Develop and create and maintain a diocesan wide asset management strategy.
10. Maintain and manage the approved list of external Consultants, including review and appointment for projects.
11. Maintain and manage the approved list of external Contractors (all trades), including review and appointment for projects.
12. Provide advice to stakeholders on building related matters, including procurement and statutory compliance.
13. Advise stakeholders on the maintenance of properties and to provide technical, building and health and safety advice either directly or procuring it through external advisors.
14. Undertake the role of Principal Designer and Building regs Designer, all in line with current CDM Regulations (Health and Safety)
15. Assist with the development of a database for the property asset.
16. Assist with developing internal support team, with internal support Director.

17. Work with Diocese Health and Safety team and external Health and Safety teams for asbestos management and fire risk assessments.
18. Appoint external Consultants, to cover Structural Engineering, Mechanical and Electrical and Ventilation, Valuation Surveyors, Architects and Building Surveyors, Town and Country Planning advisors, Tree/Arboriculture and other specialists Consultants.
19. Provide Trustees with specialist reports

Our Diocese Values

Catholic social teaching covers all spheres of life, whether this is economic, political, personal or spiritual. At the heart of Catholic social teaching are principles and the four ethical values of love, truthfulness, justice, and freedom.

As the administrative support function of the diocese, here to serve our parishes, agencies and schools it would be out of step if we did not hold similar values.

We believe that for us to succeed we aspire to be person centered and place human dignity at our centre. We strive to take a holistic approach to the development of our people so that we may better serve the functions of our church.

Our core values are **Competence, Reliability, Honesty, Perseverance & Love.**

Competence

We strive to achieve total competence in all that we do – as an employer and as the administrative support function to our parishes, agencies and schools we are committed to developing and maintaining our knowledge, our skills and our expertise at the highest level required to benefit those that we serve.

Reliability

Because our parishes, agencies and schools rely upon us to support them in the work that they do, we aspire to deliver with consistency excellence in service. We can be depended upon to deliver on commitments and promises and make the lives of those we support more rewarding.

Honesty

We will act with integrity, truthfulness and straightforwardness at all times. We will challenge when appropriate and act with fairness and transparency at all times. If we make an error, we will own that mistake and can be trusted to make it right. We will be authentic in our passion for the support we provide to our parishes, agencies and schools.

Perseverance

We shall always demonstrate a steady persistence in every course of action – we will be tenacious disciplined and committed. Our collective perseverance speaks to continuing to provide support and service even when faced with difficulties and challenge. We shall be persistent in our pursuit of continuous improvement and excellence and will demonstrate determination, tenacity and integrity in everything that we do.

Love

We will demonstrate our love through the dedication and devotion we extend to all our parishes, agencies and schools. We will consistently act with empathy, understanding and passion – we will value each other and celebrate colleague's success; we will support, provide care and compassion for those who need it and be relied upon to be competent, reliable & honest.

Person specification:

This section outlines the things you will need to be able to demonstrate to be a successful in your role. We expect that you will work to our shared values in everything you do. In addition to our diocesan values, you will also need to be able to demonstrate the following areas.

Skills/competence requirements	Essential/ Desirable
Strong organisational skills, diligence, attention to detail and a high level of accuracy.	E
Working knowledge of projects working with Listed Buildings.	E
Good communicator at all levels including senior and operational staff, customers, suppliers and other stakeholders.	E
Strong technical and systems aptitude and willingness to learn and share learned knowledge.	E
Inquisitive by nature with the ability to take initiative.	E
Team player willing to go the extra mile to support other team members and internal stakeholders.	E
Due to the nature of the role, regular travel across the diocese will be required. The post holder must have access to a car (car mileage allowance paid).	E
Carry out asset/condition surveys on diocesan properties.	E
Maintain and update the Parish Manual – (Construction related)	E
Experience	
Experience of Building surveying and project management and monitoring construction and refurbishment projects from inception to completion including writing specifications and preparing drawings agreeing final account on projects from £1.00 up to and around £6m, (or on rare occasions larger value) reporting on progress in terms of programme, scope, finance timescales and identifying risk factors and their mitigation.	E
Experience of working directly with consultants on a variety of works including refurbishment and new build.	E
Experience of appointing, managing professional advisers/Consultants and reporting in written and verbal formats on programme, cost and quality to variety of Committees and audiences.	E
Chartered Surveyor (Building/Quantity Surveying) (MRICS) or Chartered Builder (MCIOB) or Chartered Association of Building Engineers (CABE) or Equivalent, OR substantial Project Management/Building/Quantity surveying experience.	E
Qualifications	
5 years plus, post qualification experience and a sound knowledge of traditional building techniques.	E
Working knowledge of Statutory legislation, building regulations and Town Planning legislation and administration including completion of application forms.	E
Knowledge of Health and Safety legislation and its application to construction through the CDM 2015 regulations together with an appreciation of the impact of various H & S regulations within small local semi-autonomous groups.	E
Familiarity with Microsoft products and confidence with Excel. Knowledge of Microsoft Project an advantage.	E

N.B This is not intended to be a comprehensive description of the duties of the post. The post holder may be required to undertake other related duties.