



Diocese of Westminster

Job Profile	Building Surveyor
Department / Parish / Agency	Property
Reporting to	Head of Surveying
Cost Centre	160
Location	Hendon Property Office with at least one day a week in Victoria plus regular travel across the diocese.
Management of	n/a
Contract type	Permanent
Hours	35 hours per week (<i>Monday-Friday, with some evening work required – time off in lieu will be given</i>)
Salary	£55,000
Job Reference	823-160

Job Purpose

You will be part of an exciting property team delivering planned and reactive projects across the Diocese of Westminster Parish estate, predominantly in Church buildings, Curia and a number of Parish owned non ecclesiastical properties.

You will be required to engage with a wide range of stakeholders, to ensure the vision of the evolving Parish estate is delivered and managing delivery expectations.

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, as follows:

1. Provide traditional project management duties.
2. Liaise with all team members to ensure that projects are delivered from inception to completion, on time, within budget and on scope.
3. Prepare and provide specification of works and working drawings for a variety of maintenance and refurbishment works.
4. Good working knowledge of statutory applications (planning, building Regulations, Listed building applications) and completing and submitting applications on behalf of the Diocese.
5. Attending and managing meetings, overseeing work on site, contract administrator, specification writing, tendering/procurement procedures, working knowledge of JCT forms of Contract.
6. Undertaking all peril insurance repair works (subsidence, fire etc), including undertaking specification
7. 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.
8. 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.
9. Identify and mitigate project risks.
10. 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.

11. Maintain and manage the approved list of external Consultants, including review and appointment for projects.
12. Maintain and manage the approved list of external Contractors (all trades), including review and appointment for projects.
13. Maintain and update the Parish Manual – (Construction related)
14. Carry out asset/condition surveys on diocesan properties.
15. Provide advice to stakeholders on building related matters, including procurement and statutory compliance.
16. 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.
17. To have knowledge of the Principal Designer and Building regs Designer, all in line with current CDM Regulations (Health and Safety) and ensure appointments are made.
18. Assist with the development of a database for the property asset.
19. Assist with developing internal support team, with internal support from the Head of Surveying.
20. Work with Diocese Health and Safety team and external Health and Safety teams for asbestos management and fire risk assessments.
21. Provide Trustees with specialist reports

Our Values

Catholic social teaching covers all aspects of life, whether economic, political, personal or spiritual. At the heart of Catholic social teaching are the four ethical values of love, truth, justice, and freedom.

We are person-centered and so we place human dignity at the heart of all that we do. 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 and Love.**

Competence

We strive for excellence by continually developing the knowledge, skills, and expertise needed to best support our parishes, agencies, and schools

Reliability

We deliver consistent, high-quality service and can be trusted to fulfil our commitments, making a meaningful difference to those we serve.

Honesty

We act with integrity, fairness, and transparency. We build trust by taking responsibility for our actions, admitting mistakes, and committing to making things right.

Perseverance

We remain resilient, even in the face of challenges. We are committed to continuous improvement and show determination, tenacity, and integrity in all we do.

Love

We show our love through dedication to our parishes, agencies, and schools. We act with empathy, value one another, celebrate success, and offer care and compassion to those in need.

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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.

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
<i>Excellent Communication Skills:</i> Able to communicate clearly and effectively, demonstrating kindness and respect towards all people serving the Diocese including clergy, senior and operational staff, customers, suppliers and other key stakeholders.	E
<i>Excellent Organisational Skills:</i> able to manage multiple deadlines and maintain attention to detail	E
<i>Collaborative Teamwork:</i> Proven track record of working effectively in teams, contributing ideas, and supporting others, and building positive relationships while also being able to take initiative and work unsupervised. Team player willing to go the extra mile to support other team members and internal stakeholders.	E
<i>Problem Solving:</i> able to approach challenges creatively and make informed decisions under pressure. Inquisitive by nature with the ability to take initiative.	E
<i>Adaptability and Flexibility-</i> comfortable with change, able to identify challenges and implement thoughtful solutions and adjust to new priorities and processes when needed.	E
Experience	E
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 £1m, (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
Working knowledge of projects working with Listed Buildings	
Technical	
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
Strong technical and systems aptitude and willingness to learn and share learned knowledge	E

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
Other	
Commitment to the values of the Diocese of Westminster	E
Ability to demonstrate sensitivity kindness and respect for diverse groups	E
Willingness to undertake regular travel across the diocese. The post holder must have access to a car (car mileage allowance paid	E
A desire or commitment to work for the Catholic Church	D
Basic understanding of the Catholic Church and its structure	D

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.