Building Surveyor

<table>
<thead>
<tr>
<th>Job Reference:</th>
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</thead>
<tbody>
<tr>
<td>Department:</td>
<td>Estates and Facilities</td>
</tr>
<tr>
<td>Grade/ Salary:</td>
<td>Grade 7/8 £44,084 - £50,594 (pro rata)</td>
</tr>
<tr>
<td>Contract Type:</td>
<td>Permanent</td>
</tr>
<tr>
<td>Hours:</td>
<td>1.0 fte</td>
</tr>
<tr>
<td>Location:</td>
<td>New Cross, London</td>
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Closing date for applications: **31 March 2019**
Interviews: **11 April 2019**

Goldsmiths

Goldsmiths, University of London is a world-leading centre of educational excellence where ground-breaking research meets innovative teaching and thinking. We’re looking for inspiring and talented people to help build on our global reputation while also growing personally in a true learning organisation.

We are happy to supply information in alternative formats for disabled applicants. Please contact hr@gold.ac.uk to make your request.
Department of Estates and Facilities

Estates and Facilities is a specialist directorate within the University with an overall staff of approximately 100. It maintains and supports the University and its changing needs in respect of the following disciplines:

- estates strategy & strategic development
- capital projects, minor works and refurbishments
- maintenance (building and grounds), surveys, statutory compliance
- Infrastructure
- space utilisation & timetabling,
- energy and carbon management,
- environmental management
- facilities services including: cleaning, portering, security, switchboard, reception, post and stores;
- health and safety
- catering
- conference services
- procurement

The main campus is based at New Cross, London Borough of Lewisham and covers approximately 16 acres. It comprises some 80 buildings ranging from four fine Victorian Grade II listed buildings, a number of former domestic properties (now being used for academic and office purposes), a range of post-war utility buildings (some of them now requiring replacement), to new purpose built ultra modern buildings, and halls of residence and studio space that are a short walk away. Also situated approximately 12 miles from the main campus is Loring Sports Ground, located in Sidcup, London Borough of Bexley, which consists of a 20 acre sports ground and associated buildings. The variety of buildings presents a diverse set of challenges.

Estates and Facilities’ overall aim is to provide for sustainable first class facilities for research, teaching and learning and other activities and to create a vibrant and safe environment for students, staff and visitors and to deliver a service in a professional and integrated way
Job description

Reporting to: Associate Director (Capital Projects and the Built Environment)

Main duties:

To work collaboratively as a member of the Projects Team, contributing to the development and delivery of capital projects and minor works schemes, in line with the aims and objectives of Estates & Facilities.
To undertake condition and measured surveys, define and specify necessary works and prepare specifications and tender documents for contracts on behalf of internal customers.
To contribute to the Goldsmiths Estates Management System (GEMS) providing, updating and checking building information as appropriate.
To supervise contracts arising from the specification of work including on-site management and contract administration and cost monitor the contracts against budgets.
To undertake the project management of designated projects and programmes of work.
To develop a portfolio of core information for land, buildings and equipment owned and managed by the University, including halls of residence, to maintain a fixed asset register.
To carry out cyclical, planned and replacement programmes to ensure that a high quality of service and value for money are provided.
To be responsible for the design, specification and supervision of LTM projects and delegated minor works projects.
As in all HE institutions most building work will be carried out during the summer break and projects need to be scheduled so the finish before term starts. There will also be, due to the student recruitment, last minute demands that have to be delivered. The ability to deal with this added pressure and the agility to find fast solutions is essential.
It is also imperative that you are able to manage your leave, in consultation with your line manager, to ensure availability at key times during your projects.

Key tasks include:
• Surveying properties and identifying refurbishment and remedial works as necessary, including researching and producing solutions to defective structures and specifying work required including producing necessary drawn and written information sufficient for applications for Planning and Building Regulations approval;

• The maintenance of a comprehensive Building Condition Survey database and entries on the Estates Management System and support the development of a Long-term Maintenance Programme (LTM) and Planned Preventative Maintenance (PPM);

• Surveying and the production of specifications of works, preparing cost estimates, specifications, schedules of work and schedules of condition, obtain, appraise and recommend acceptance of tenders;

• Providing ‘building’ advice to other members of the team and colleagues in the Maintenance team;

• Developing and maintaining, in conjunction with other Estates staff, information management systems and databases required to support the operations of the Estates Office such as:
  • Asbestos Register
  • Legionella Records
  • Asset/Plan Register
  • Maintenance Management Database
  • Risk Register
  • GEMS

• To help develop standard room specifications;

• To advise on the preservation and conservation of historic buildings;

• To manage the feasibility, planning, detailed specification or schedule of works, tendering and undertaking of Long Term Maintenance and Minor Works etc as directed for capital and revenue funded projects;

• To lead project teams and post project evaluation reviews on designated projects;

• To carry out post inspection of contract works, ensuring required quality standards are met – dealing direct with Contractors to ensure any substandard work is remedied;

• To carry out access surveys
Management
- To supervise the work of contractors whilst on site and maintenance staff (as appropriate).

Stakeholder Management
- Liaising with ‘customers’ to consult on design solutions, proposals and to provide information on the progress/completion of work.
- Responsible for providing advice and guidance to staff, students and the Student Union.
- To ensure that all requests are correctly recorded on the appropriate system, carry out regular reporting ensure that works are being completed in a timely fashion and highlight any problems to the Associate Director (Capital Projects and the Built Environment)

Financial
- To make recommendations to the Associate Director (Capital Projects and the Built Environment) regarding capital expenditure.
- To assist the Associate Director (Capital Projects and the Built Environment) in preparing section budgets and to ensure agreed budgets are adhered to
- To work within the financial processes under the guidance of the Head of Contracts and Finance (Estates and Facilities).
- Ensure that the agreed method of recording budgets and ongoing project commitments and spend are used at all times and are kept up to date throughout each project.
- Ensure that all appropriate paperwork pertaining to works completed, deliveries etc. are collected, actioned on Agresso or passed to the relevant members of the Finance Team for action
- To manage the end of month and end of year processes to ensure that appropriate financial records are maintained.

Health & Safety
- Ensuring that works and services are carried out in accordance with best practice and statutory Health & Safety legislation whilst also making sure that staff and contractors undertaking maintenance activities comply with Building Regulations and the processes and procedures set down by Estates and Facilities;
- To prepare risk assessments as necessary
- To co-ordinate and implement safe working practices for works associated with the post holder’s area.

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• To take a role in the University’s emergency response and business continuity arrangements as directed.

• To report, communicate and escalate security or safety issues to the relevant member of Estates and Facilities Senior Management Team.

• At all times to help maintain a safe working environment by attending training as necessary and following the College’s Health and Safety Codes of Practice and Policy. Ensure compliance with Health & Safety legislation

**Communication**

• To produce clear operational information for as necessary at relevant stages.

• Build and maintain excellent working relationships both internally and externally. Attending appropriate meetings and producing relevant reports.

• Produce clear meeting notes and project documentation

• Work co-operatively with the teams in Estates and Facilities, IT IS and with customers/stakeholders.

• To respond to enquiries and help to resolve problems arising around the area of responsibility.

**Initiative and problem solving**

• To work under your own initiative.

• To anticipate where challenges may arise in ensuring the health and safety of colleagues, students and visitors.

• To use initiative to suggest innovative and practical solutions to appropriately address H&S issues.

• To demonstrate a collaborative approach to problem solving with colleagues across Goldsmiths University.

**General**

• To deputise for Associate Director (Capital Projects and Built Environment) as and when appropriate.

• To deliver services effectively, a degree of flexibility is needed. The post holder may be required to perform work not specifically referred to in the above.
• To actively participate in recycling initiatives and contribute towards the University’s commitment to environmental and financial sustainability.

• To attend any training necessary to ensure a continual professional development is adhered to at all time.

• To wear a uniform and personal protective equipment (PPE) as provided by the University, as and when required.

• To undertake such other duties within the competence of the post holder may be required from time to time, as these may be allocated by the Associate Director (Capital Projects and Built Environment).

• At all times to carry out your responsibilities with due regard to the Code on Equality and Diversity and Code to Combat Bullying and Harassment/Dignity at Work Policy.

• Ensure that you are aware of and aligned with Goldsmiths’ Regulations, Strategy, and Objectives to work together to proactively advance Equality and Diversity.

• At all times to help maintain a safe working environment by participating in training as necessary and following the Goldsmiths’ Health and Safety Codes of Practice and Policy

### Person Specification

Detailed below are the types of qualifications, experience, skills and knowledge which are required of the post holder. Selection will be made upon evidence of best-fit with this criteria.

The Essential criteria sections show the minimum essential requirements for the post, therefore if you cannot demonstrate in your application you meet the essential criteria categorised below, you will not be invited to interview.

The Desirable criteria sections show additional attributes which would enable the applicant to perform the role more effectively with little or no training.

The Category column indicates the method of assessment:

- **A** = Application form
- **C** = Certificate
- **I** = Interview
- **R** = Reference
- **T** = Test / **P** = Presentation

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<table>
<thead>
<tr>
<th><strong>Essential Criteria 1 - Qualifications</strong></th>
<th>Category</th>
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<tbody>
<tr>
<td>Educated to degree level or equivalent in relevant engineering based subject</td>
<td>A, C, I</td>
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<tr>
<th><strong>Desirable Criteria 1 - Qualifications</strong></th>
<th>Category</th>
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<tbody>
<tr>
<td>A relevant postgraduate qualification</td>
<td>A, C, I</td>
</tr>
<tr>
<td>Membership of a relevant professional body (e.g. RICS)</td>
<td>A, I</td>
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<tr>
<td>Prince 2 Practitioner Qualified or use of similar structured project management methodologies</td>
<td>A, I, C</td>
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<tr>
<th><strong>Essential Criteria 2 - Experience</strong></th>
<th>Category</th>
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<tbody>
<tr>
<td>Experience of tender preparation</td>
<td>A, I, R, P</td>
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<tr>
<td>Experience in project management</td>
<td>A, I, R, P</td>
</tr>
<tr>
<td>Experienced in the use of database, word processing and spreadsheets</td>
<td>A, I</td>
</tr>
<tr>
<td>Experience in the production of specification writing and tendering practices.</td>
<td>A</td>
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<thead>
<tr>
<th><strong>Desirable Criteria 2 - Experience</strong></th>
<th>Category</th>
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<tbody>
<tr>
<td>Experience of undertaking risk assessments</td>
<td>A</td>
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<tr>
<th><strong>Essential Criteria 3 – Knowledge</strong></th>
<th>Category</th>
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<tbody>
<tr>
<td>Able to effectively manage projects</td>
<td>A, I</td>
</tr>
<tr>
<td>Able to develop and maintain effective working relationships at all levels</td>
<td>A, I, R</td>
</tr>
<tr>
<td>To be able to work and update drawings (CAD)</td>
<td>A, I</td>
</tr>
<tr>
<td>Able to work on own initiative and work without supervision</td>
<td>A, I</td>
</tr>
<tr>
<td>Pro-active, project orientated approach</td>
<td>A, I, R</td>
</tr>
<tr>
<td>Problem-solving approach to work</td>
<td>A, I, R</td>
</tr>
<tr>
<td>Ability to prioritise a varied workload and meet demanding deadlines</td>
<td>A, I, R</td>
</tr>
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<thead>
<tr>
<th><strong>Desirable Criteria 3 - Knowledge</strong></th>
<th>Category</th>
</tr>
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<tbody>
<tr>
<td>Knowledge of financial regulations as applied to the public sector</td>
<td>A, I</td>
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<tr>
<td>Able to effectively develop systems and procedures</td>
<td>A, I</td>
</tr>
<tr>
<td>To be able to work and update 3D Autocad and BIM drawings</td>
<td>A, I, R</td>
</tr>
<tr>
<td>Knowledge of MiCad or other CAFM systems</td>
<td>A, I, R, T</td>
</tr>
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Please also note that where qualifications are required, employment is conditional on the verification of them. Qualifications (must be original documents) will be checked on the first day of appointment.

Please note that to be employed on a grade 8 you will have to have the full membership of a relevant professional body (e.g. RICS) alongside extensive experience (5 years minimum post qualification) and you have to proof that you are able to deliver projects on time and on budget and that you are able to communicate with various stake holders throughout the process.

For more information about the role, please contact Anja Soetbeer, 020 7919 7817 or email a.soetbeer@gold.ac.uk.

March 2019
Summary of Benefits

If you choose to work with us, you'll become part of a learning organisation that is committed to professional and personal development, with a comprehensive and innovative staff development programme.

You'll also have access to frequent lunchtime and evening talks, seminars and performances, and annual performance and development reviews.

Our other benefits include:

- Competitive salary
- Working in Zone 2, with fantastic transport links and interest free travel to work loans
- Excellent annual leave entitlement plus additional closure days at Christmas and Easter
- Membership of USS or LPFA pension scheme, dependent upon grade
- Access to exclusive discounts, including high street retailers
- Maternity, paternity and adoption leave and pay and tax efficient childcare voucher scheme
- Contractual sick pay provision
- Free eye tests
- Wellbeing initiatives including the Chaplaincy and Staff Choir
- On-site dining facilities and gym
- Access to University of London facilities such as Senate House Library

Further information

For more information about Goldsmiths, please visit: www.gold.ac.uk/about.

We can supply information in alternative formats for people with a visual impairment or dyslexia. For this please contact hr@gold.ac.uk, or visit www.gold.ac.uk/hr.

Thank you for your interest in working with us, we wish you all the best with your application.