

# **ROCHDALE BOROUGH COUNCIL**

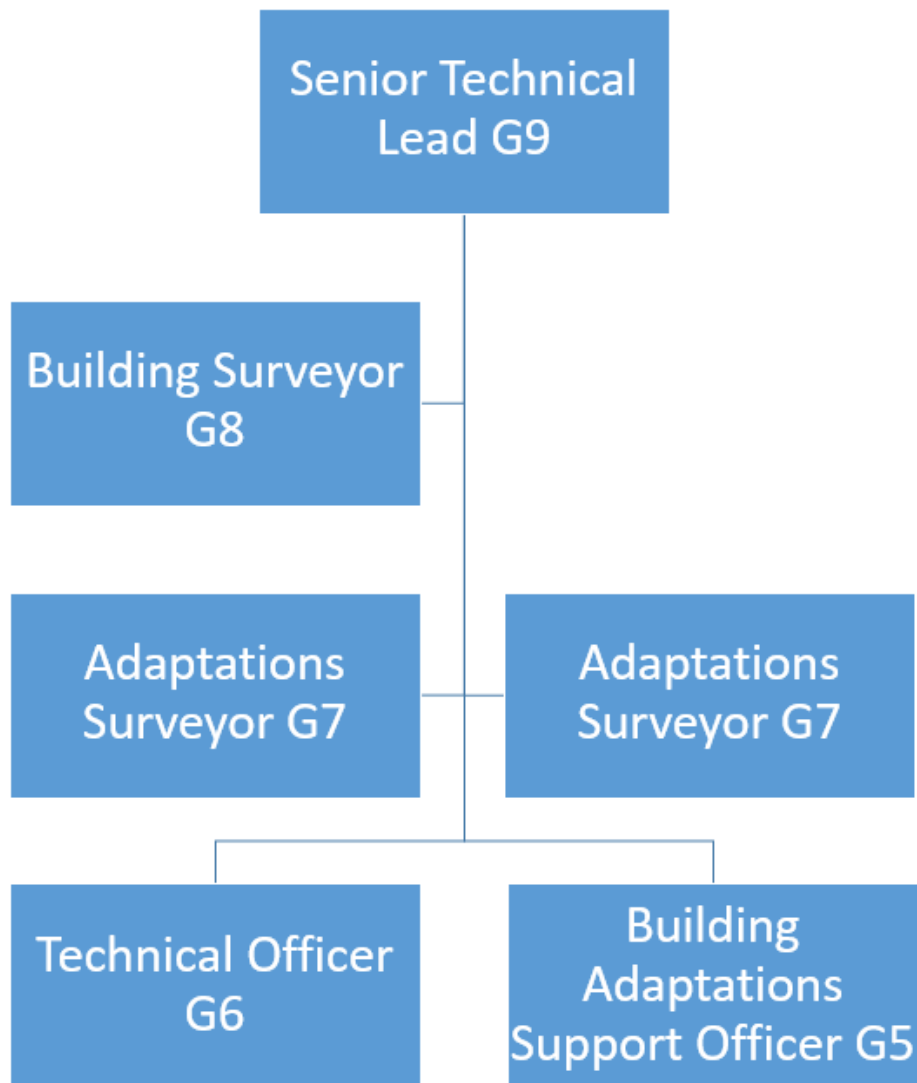
## **JOB DESCRIPTION**

<b>SERVICE:</b>	Property Services
<b>SECTION:</b>	HIA Technical Team
<b>LOCATION:</b>	Number One Riverside
<b>JOB TITLE:</b>	Building Surveyor
<b>POST NUMBER:</b>	TBC
<b>Grade:</b>	8
<b>Accountable to:</b>	Senior Technical Lead
<b>Accountable for:</b>	None
<b>Hours of Duty:</b>	37 flexible working hours in accordance with the needs of the service.
<b>Any Special Conditions of Service:</b>	The Authority operates a Smoke Free Policy for all its employees and applies to any building and associated grounds within in the immediate vicinity of the building which is wholly owned, leased or operated and occupied by Rochdale Borough Council.

This post is not Politically Restricted in accordance with the current regulations

**The Council is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects staff to share this commitment.**

## ORGANISATIONAL CHART



### **PURPOSE AND OBJECTIVES OF THE JOB**

We want to improve the lives and wellbeing of elderly, vulnerable and disabled people and believe that all residents of the Rochdale Borough who have a disability, or long term condition should have a safe and suitable home to meet their disability needs, so that they can remain living as independently as possible in their own home.

### **Control of Resources**

#### Personnel

None

#### Financial

Project related and as designated by the Senior Technical Lead

#### Equipment/Materials

All equipment and materials used by the post holder

### **Health/Safety/Welfare**

Responsibility for the safety and welfare of self and colleagues in accordance with the Health and Safety Policies of the Council.

### **Equality and Diversity**

To work in accordance with the Authority's Policy relating to the promotion of Equality and Diversity.

### **Training and Development**

The post holder will be responsible for assisting in the identification and undertaking of his/her own training and development requirements in accordance with the Council's Performance Management Framework.

### **Relationships (Internal and External)**

#### **Internal:**

Senior Technical Lead, Adaptation Surveyors and Technical Officers

HIA Management, Case Officers, Occupational Therapists and Support Officers

Building Control, Planning and Property Services

Other Council Services and Partners

#### **External:**

Contractors, Consultants, Engineers, Surveyors, Occupations Therapists, Councillors and other Elected Members. Service users and their families. Institutions and care providers. Housing Associations. Other key stakeholders.

### **Responsibilities**

The postholder must -

- (i) Perform his/her duties in accordance with Rochdale Council's Equality and Diversity Policy.
- (ii) Ensure that Rochdale Council's commitment to public service orientation and care of our customers is provided.
- (iii) To undertake and carry out all types of building surveys as required by the service. To include but not limited to condition, dilapidation, feasibility and whole life costing.
- (iv) To assist the Senior Technical Lead in the delivery of high quality services and to act as a point of contact on behalf of the HIA Technical Team

### **Values and Behaviours**

Approach the job at all times using the values set out below

- Proud of the difference we make
- Passionate about the diversities of the Borough
- Pioneering and Open in our Approach

Be aware of and apply these values and associated behaviours at all times.

### **Principal Duties**

1. To lead on complex adaptations including extensions, major internal alterations, garage conversions and multi adaptation schemes. This will include feasibility, detailed design, Construction Design and Management (CDM) documentation and construction management.

2. To be proficient in all technical adaptations and equipment installations for people with additional needs and disabilities. Complete feasibility studies, provide advice and guidance to key stakeholders, design and manage schemes through to completion.
3. To draft detailed specifications and provide priced schedules of work for budgeting purposes and for raising orders to approved contractors. Work will include but is not limited to:
  - Preparation of schedules of work and pricing schedules
  - Preparation of full tender documents including specifications
  - Provide budget costing and estimations
  - Taking off from drawings
  - AutoCAD
4. To manage multiple schemes through the construction process to completion. This will include but is not limited to:
  - Chairing of site meetings
  - Supervision of contractors on site
  - Contract administration
  - Quality control
  - To ensure health and safety standards are maintained
  - Snagging and defect resolution
  - Value for money
  - To ensure specifications and design is followed
  - Reporting on contractor performance
5. To liaise with multiple stakeholders and to document all relevant information in the Councils caseload management database and filing system. To communicate with all parties to keep everyone informed and up to date with single version of the truth.
6. To assist the Senior Technical Lead in investigating complaints in a thorough and precise manner and in line with Council procedures. This may include liaison with Elected Members and Senior Management.
7. To provide technical advice and guidance on any issues that would jeopardise the Occupational Therapist (OT) brief. To work with OT's and Service users to determine the best course of action in adapting the property for the benefit of the end user.
8. To work in close co-operation with other teams, services and partners to ensure the best possible service and outcome for clients.
9. To evaluate the effects of, report on and adjust contract specifications and pricing schedules to accommodate any changes in or variations to the needs and requirements of the client.
10. To be responsible for the delivery of multiple adaptations running concurrently.
11. To provide assistance to the Senior Technical Lead with the development and control of work programs and appropriate performance indicators.
12. To maintain and monitor safe and responsible working methods in accordance with legal requirements, complete risk assessments and ensure safe methods of working are in place
13. To liaise with administrative and clerical support staff.
14. To undertake all types of building surveys, feasibility studies and dilapidation reports as directed



**Rochdale Borough Council  
Person Specification**

<b>Service :</b>	<b>Property Services</b>	<b>Post:</b>	
<b>Section :</b>	<b>HIA Technical Team</b>	<b>Post Number :</b>	
<b>Job Ref:</b>		<b>Grade:</b>	<b>8</b>

**Note to Applicants:**

The *Essential Criteria* are the qualifications, experience, skills or knowledge you **MUST SHOW YOU HAVE** to be considered for the job.

The *How Identified* column shows how the Council will obtain the necessary information about you.

If the *How Identified* column says the **Application Form** next to an *Essential Criteria* you **MUST** include in your application enough information to show **how** you meet this criteria. You should include examples from your paid or voluntary work.

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<b>Criteria</b>	<b>Essential (E) or Desirable (D)</b>	<b>How Identified: AF Application Form I Interview A Assessment</b>
<b>(a)</b>		
1. Are you currently an employee of Rochdale Borough Council, on a permanent or temporary contract, or working as an agency worker with Rochdale Borough Council with more than 13 months continuous service?	E	AF
2. Do you have knowledge of current building regulations?	E	AF/I
3. Do you have knowledge different types of building Surveys?	E	AF/I
4. Demonstrate that you able to undertake different types of building surveys?	E	AF/I
5. Are you able to produce Auto Cad Plans, Elevations and cross sections building and structures?	E	AF/I
<b>(b) Special Working Conditions</b>		
6. Ability and willingness to travel across the Borough and occasionally working outside usual office hours?	E	AF/I
7. Are you able and willing to work at heights and in confined spaces?	E	AF/I
<b>(c) Qualifications and Experience</b>		
8. Degree in Building Surveying/Project Management or equivalent experience	E	AF
9. What is your experience of supervising, administrating and monitoring of contracts/contract administration and evaluating contractor performance?	E	AF/I
10. What is your experience in managing multiple adaptation schemes concurrently and the reporting of progress/escalation of issues?	E	AF/I
11. What is your experience in designing and managing residential extensions and refurbishments?	E	AF/I
12. What experience do you have to complete job related Risk Assessments and interpret and action risk assessments and method statements from contractors?	E	AF/I
<b>(d) Skills and Knowledge</b>		
13. What is your knowledge of Health and Safety Legislation and the Construction, Design and Management Regulations?	E	AF/I
14. What is your knowledge of Disabled Facilities Grant (DFG)?	E	AF/I

15.	What skills do you have to develop good working relationships with a variety of people and stakeholders?	E	AF/I
16.	How do you prioritise and organise your own caseload. How would you escalate concerns, delays and problems?	E	AF/I
17.	What is your knowledge of adaptations for people with disabilities?	E	AF/I
18.	What is your knowledge of; condition surveys, feasibility studies and disrepair assessments?	E	AF/I
19.	What experience do you have to in preparing estimates?	E	AF/I
<b>(d) Behaviours and Values</b>			
20.	<p>Approach the job at all times using the values set out below:</p> <ul style="list-style-type: none"> <li>• Proud of the difference we make</li> <li>• Passionate about the diversities of the Borough</li> <li>• Pioneering and Open in our Approach</li> </ul> <p>Please confirm you are willing to adhere to these values and behaviours.</p>	E	AF/I