

***A worshipping, growing and transforming Christian presence
at the heart of every community***

BUILDING SURVEYOR (24 MONTH CONTRACT)

Grade / Salary: £29,337 - £35,032 (Band 4.1 to Band 4.3)

Hours of work: Full Time - 35 hours per week

Normal place of work: Church House, 90 Deansgate, Manchester M3 2GH

Purpose

To support the work of the Director of Land and Property Services in managing a portfolio of residential property, church buildings and investment / commercial property.

Accountability & Key Relationships

The post is line managed by the Director of Land and Property Services. The post holder is able to work alone and also has key working relationships with the Director and other officers in the property team including the Buildings Officer, who takes a lead on parsonage maintenance and inspections, a Diocesan Surveyor and two Property Support Officers.

Key Tasks

Parsonages

- Provide professional advice, in collaboration with the Buildings Officer, in relation to the day-to-day work on parsonages with particular reference to:
 - Provide reactive and emergency repairs and maintenance –
 - Identify and specify repairs appropriate to the age and style of building
 - Investigate and form conclusions to resolve building related problems
 - Provide technical advice, diagnose defects and schedule suitable remedial specifications
 - Implement planned maintenance of parsonages and other properties (including Quinquennial Inspections)
 - Implement maintenance and re-decoration of parsonages during Interregna
 - Improve and upgrade parsonages and other properties
 - Ensure statutory compliance in matters relating to gas safety testing, electrical safety, asbestos register and other statutory compliance across the diocese
 - Advise and assist with rental properties, estate agents, landlords and tenants across the Diocese

- Assist with the provision of Health and Safety advice in relation to property and the implementation of the CDM Regulations 2015
- Assist with the operation of the Diocese office and commercial buildings through liaison with local agents where required
- Work with the Buildings Officer to develop reports to Property Committee

Wider Duties

- Support the development of appropriate IT systems for the management of property
- Support the Director of Land and Property Services in the acquisition and disposal of property relating to the housing of the clergy
- Liaise with Incumbents, PCCs, Archdeacons, other Diocesan Officers and the Church Commissioners on all matters relating to parsonages and other property as appropriate
- Contribute to procurement exercises
- Manage contracts with suppliers
- Manage property-related grant applications
- Undertake / contribute to the work of project-based work including working closely with other teams

Occasional Duties

- Oversee repair matters relating to the maintenance and security of church buildings, particularly:
 - Liaise and correspond with Church Commissioners, insurance company, Incumbents, PCC's, Archdeacons and other diocesan officers on matters connected with the maintenance of closed church buildings
 - Attend the Diocesan Advisory Committee and other relevant committees where required
 - Assist with work on a range of agencies to dispose of redundant buildings in a commercially aware way
- Such other duties and tasks as management may require from time to time

Person Specification

Key: (AF) Application Form; (I) Interview; (T) Test, (P) Presentation

	Essential requirements	Desirable requirements	Method of assessment
Qualifications			
RICS qualified Building Surveyor (General Practice Surveyor with suitable Building Surveying experience may be considered)	E		AF
Educated to degree level		D	AF
Experience			
Demonstrable previous experience undertaking day-to-day reactive repairs and maintenance	E		AF/I/P
Demonstrable previous experience undertaking property surveys	E		AF/I/P
Experience of managing a property portfolio – with understanding of legal framework including Health & Safety and statutory regulations	E		AF/I/P
Experience of working within complex legal constraints	E		AF/I
Experience of interacting with Local Authorities and other public bodies		D	AF/I
Experience working with residential tenancy laws and planning applications		D	AF/I
Knowledge and skills			
Ability to develop new systems to manage portfolio of properties and repairs	E		AF/I
Excellent interpersonal and communication skills (verbal and written) and a strong customer focus	E		AF/I
Ability to achieve deadlines and prioritise a busy schedule	E		AF/I
Familiarity with (ability to acquire) a working knowledge of appropriate church Measures and an understanding of the structures of the Church of England	E		AF/I
Ability to manage budgets and ensure Value for Money	E		AF/I
Skills in running procurement exercises	E		AF/I

Ability to interpret legal documents	E		AF/I
Personal Qualities			
Have good observation and judgement	E		AF/I
An appreciation of diverse communities	E		AF/I
Sympathy with the aims and values of the Church of England	E		AF/I
Work-Related Circumstances			
Able to work flexibly including evenings and weekends – with notice	E		A/I
Willingness to attend meetings elsewhere in the Diocese	E		A/I
Full driving licence and access to a car for work purposes **	E		A/I

****Work mileage reimbursed.**

Summary of Terms & Conditions of Employment

Employer: Manchester Diocesan Board of Finance (MDBF)
Contract: Fixed Term Contract - 24-months
Line Manager: Director of Land and Property Services
Probation: Appointments subject to a 6-month probationary period
Location: The post is based at Church House, 90 Deansgate, M3 2GH
Hours: Full Time - 35 hours per week, Flexi Time policy in place
Pension: The MDBF offers membership of the Church Workers Pension Fund– Pension Builder Classic product
Annual Leave: 22 days entitlement in first 12 months, rising to 25 days thereafter

Closing Date: 5pm - Monday 22nd March 2021

Completed applications, and queries, should be submitted to jobs@manchester.anglican.org.

Interviews: Wednesday 31st March 2021

The post will be offered to the successful candidate subject to satisfactory references and proof of eligibility to work in the UK.