

DIOCESAN BOARD OF FINANCE

Job Description and Person Specification

JOB TITLE:	Assistant Building Surveyor
TEAM:	SDBF Building Consultancy Ltd
DURATION	Permanent
LINE MANAGER:	Project Manager SDBF BC
RESPONSIBLE FOR:	NA

JOB PURPOSE
Under the guidance of the Senior Building Surveyor, provide technical assistance including planning and administrating small to medium size projects for repairs and capital works to Schools, Houses, and other Diocesan properties.

DUTIES AND RESPONSIBILITIES)
<ol style="list-style-type: none"> 1. Carry out measured surveys, assist in building surveys, produce planning and working drawings in CAD format, prepare schedules and specifications and obtain competitive tenders for small and medium size projects. 2. Project manage on small projects and carry out contract administration and agree final accounts. 3. Liaise with the SDBF team, consultants, and client departments in the preparation of feasibility studies and consult with statutory authorities where appropriate. 4. Work in conjunction with other technical and support staff to undertake work including repairs and minor new works. 5. Inspect and coordinate repairs to Diocesan Schools and Housing. 6. Attend meetings with Head Teachers, Governors, and other Departments to discuss small project works.

Tel: 01722 411922 www.salisbury.anglican.org

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7. Assist with the preparation and monitoring of costs including fee accounts.
8. Build up portfolio of project work and experience appropriate to chartered membership of RICS

This document indicates the general level of responsibility and overall aims/outcomes of the position. The above is not an exhaustive list of activities and responsibilities. You will be expected to perform relevant activities, as necessitated by your role, to meet the aims and the overall objectives of the organisation.

ADDITIONAL INFORMATION

The post holder must always undertake activities in accordance with legislative and regulatory requirements.

The post holder must always carry out their responsibilities with due regard to the DBF Equal Opportunities Policy and be vigilant in complying with Health & Safety regulations to maintain a safe and secure working environment.

In addition, the post-holder will need to occasionally be able to travel within the diocese and be available to attend events outside normal working hours on a “time off in lieu” basis.

Person Specification

Attributes	Essential (or expected to train/qualify to that standard)	Desirable
Qualifications & Training	<ul style="list-style-type: none"> ▪ Building Surveying Degree ▪ Ability to deal with planning applications and advise on property legislation and building regulations. 	<ul style="list-style-type: none"> ▪ APC enrolled
Experience	<ul style="list-style-type: none"> ▪ Working towards RICS / CIOB ▪ Advise on environmental, health and safety issues of buildings and repair proposals. 	<ul style="list-style-type: none"> ▪ 1 years' experience ▪ Advise on energy efficiency, environmental impact, and sustainable construction. ▪ Instruct on the preservation/ conservation of historic buildings.
Competencies <i>(specific skills, knowledge and attributes required for the role)</i>	<ul style="list-style-type: none"> ▪ Understanding of AutoCAD ▪ Good understanding of building practices. ▪ Proficient in using surveying equipment and software. ▪ Able to offer advice on property alternations, improvements, and extensions. ▪ Valid driver's license and own vehicle. 	<ul style="list-style-type: none"> ▪ Able to provide advice in relation to legal and planning issues. ▪ Dealing with planning and building regulation applications. ▪ Negotiation, presentation, and report writing skills. ▪ With the assistance of the Senior Diocesan Surveyor, negotiation of fees with potential clients for professional services.
Behavioural Requirements <i>(generic soft skills required for the role based on the grade)</i>	<ul style="list-style-type: none"> ▪ Excellent communication and interpersonal skills ▪ Strong analytical and problem-solving abilities. ▪ Ability to work independently and as part of a team. ▪ Keen to learn attitude. 	

Employee Name:

Line Manager Name:

Signature:

Signature:

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