

## JOB DESCRIPTION

<b>Job Title</b>	Estates Building Surveyor
<b>Grade</b>	6
<b>Reports to</b>	Head of Asset Management
<b>Budget</b>	Revenue: £1M ; Capital: £250k
<b>Line Management</b>	Direct: 0 FTE ; Indirect: 0 FTE

### Job Context

Falmouth Exeter Plus is the service delivery partner of Falmouth University and the University of Exeter. Delivering shared services and facilities for both partners in Cornwall underpinned by close collaboration with the Falmouth and Exeter Students Union. We are a private company limited by guarantee with charitable status, wholly owned by Falmouth University and the University of Exeter on a 50:50 basis.

The Estates Service is part of the Infrastructure Directorate and focuses on ensuring that the built environment is safe, compliant, fit-for-purpose and inspiring for all site users; and delivers a consistent, high-quality and appropriately controlled range of services. Caring specifically for properties, infrastructure and a large portfolio of improvement initiatives, the Estates Service provides specialist support to provide maintenance, repair, strategic maintenance and capital investment. Compliance and H&S are the cornerstones of the service.

### Job Purpose

This role works with our customers to ensure that Estates strategic maintenance, refurbishment and capital projects are completed safely, on time and within budget, while meeting operational and statutory requirements to agreed quality expectations.

Working concurrently across multiple projects and strategic maintenance initiatives, the role holder will plan, co-ordinate and lead surveying, strategic maintenance and refurbishment project activities across the built estate. Assigned projects will vary in size, complexity and type, including backlog maintenance programmes, latent defect investigations, compliance works and customer-driven estates projects.

The role holder will oversee and prepare detailed project and surveying documentation including specifications, schedules of work, condition surveys, feasibility studies, cost estimates, risk assessments and end-of-project reports. An excellent communicator, the Building Surveyor must build and maintain strong customer and stakeholder relationships ensuring all parties are informed and able to make and understand decisions.

A pragmatic technical professional, the role holder channels surveying, maintenance, compliance and commercial experience through a consultative approach to ensure

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overall customer satisfaction through the successful delivery of maintenance and improvement works across the estate.

The role works closely with the Head of Asset Management, Estate Development Manager and wider Estates Teams in the delivery of capital investment projects, backlog maintenance programmes, building condition surveys, statutory compliance projects, latent defect works and other estate projects related to the built environment. The post holder will also act as deputy to the Head of Asset Management when required.

## General Duties and Responsibilities

1. Foster collaborative relationships with lead University representatives, to assist in ensuring services are tailored to meet their specific strategic requirements and objectives. Pro-actively engage in regular consultations to gain insights into evolving service requirements and act as a trusted advisor, offering expert guidance to effectively address their goals.
2. Develop and implement forward-looking strategic plans which align with the evolving needs of our university partners, ensuring service offerings remain responsive to changing demands and trends.
3. Promote and support a culture of service excellence, ensuring that service and performance standards are met and achieved with professionalism, expertise, fairness, responsiveness, and efficiency, considering the diverse needs of our customers.
4. Provide effective leadership by demonstrating a collaborative and positive mindset, prioritising teamwork and long-term sustainable solutions. Emphasise the equal importance of building strong relationships and achieving measurable outcomes. Foster a culture of learning, mutual accountability, and continuous improvement, inspiring teams to excel and innovate.
5. Ensure sound financial planning and management to optimise resource allocation and sustainability within the service domain, in alignment with the overall financial strategy approved by the FX Plus Board.
6. Identify, monitor, and mitigate functional and organisational risks, ensuring compliance with relevant legislation and policies while maintaining operational effectiveness.
7. To keep well informed on internal and external factors which may affect strategic and operational performance, embedding the resulting analysis into future investment proposals and/or the risk management framework of FX Plus.
8. Ensure all activities and decision-making processes of the service area and of FX Plus are compliant with legislation, adopted standards, and conducted in line with its policies and procedures, including but not limited to Sustainability, Environmental, Equality, Safeguarding, and Health and Safety.
9. Promote Equality, Diversity, and Inclusivity within FX Plus, challenging discriminatory practices and behaviours while fostering an approachable environment as a 'Trusted Ally'.
10. Manage and enhance stakeholder relationships across the partnership, local community, sector, and supply chain, fostering strong connections and mutual understanding.
11. Actively engage in and promote organisational processes, training, and activities necessary for effective service delivery and professional development.
12. Demonstrate a flexible attitude to change and actively support the Universities and FX Plus in evolving to meet existing and future needs, undertaking other duties as necessary to support the effective functioning of FX Plus, in line with the level of responsibility of this role.

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## **Specific Duties and Responsibilities**

1. Leads the successful delivery of assigned Estates maintenance, refurbishment and capital projects across the entire project lifecycle, from feasibility and scoping through to completion and handover.
2. Undertakes building inspections, condition surveys and defect investigations across the estate, producing technical reports, recommendations and remedial solutions.
3. Accountable for validating latent defect requests, reviewing as-built information, liaising with aftercare teams and agreeing and managing plans of work.
4. Establishes, co-ordinates and facilitates effective project governance and stakeholder engagement across assigned projects.
5. Accountable for the creation, maintenance and quality of all project and surveying documentation including specifications, schedules of work, condition surveys and lifecycle reports.
6. Monitor and report on project health and performance (cost, timing, resources, deliverables and risks) in line with delivery methodology and project management processes.
7. Manage project finances, including procurement activities, contractor appointments, invoice approvals, valuations and expenditure forecasting.
8. Identify and manage project dependencies and risks, instigating mitigating actions to ensure successful delivery of project outcomes.
9. Lead compliance with Health and Safety legislation, CDM regulations and good practice in the built environment, ensuring effective contractor management.
10. Manage all necessary risk assessments, method statements and permits to work in accordance with current legislation and Estates procedures.
11. Work collaboratively across Estates and wider campus teams to ensure effective communication, service acceptance and successful operational handover of projects.
12. Manage contractors, consultants, designers and specialist surveyors to ensure contractual commitments and quality standards are achieved.
13. Support the transition of capital projects into Estates maintenance, including witnessing commissioning activities, reviewing handover information and attending site inspections during construction phases.
14. Support the development and continuous improvement of Estates standards, design guides, maintenance procedures and surveying processes.
15. Collate, maintain and analyse data relating to building condition, maintenance projects and asset information to support lifecycle planning and investment decisions.
16. Ensure all required commissioning and handover documentation is provided on completion of projects, including O&M manuals, as-built drawings, logbooks, H&S files, asset schedules and statutory records.
17. Provide professional building surveying advice, guidance and recommendations in line with current legislation, building regulations and industry best practice.
18. Lead and support asbestos management activities including annual re-inspections, asbestos-related project scoping and participation in the Asbestos Working Group.
19. Manage specialist contracts and surveys associated with accessibility, compliance and building condition assessments.

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## SKILLS REQUIRED FOR THE ROLE

Skill (Level)	Skill Description	How we may assess
<b>Building surveying</b>	Undertakes condition surveys, defect diagnosis, lifecycle assessments and technical inspections across a diverse estate portfolio. Produces technical reports, specifications and remedial recommendations in line with statutory and operational requirements.	Application; Interview; Assessment
<b>Project management</b>	Takes full responsibility for the definition, approach, facilitation and satisfactory completion of medium-scale projects (typically with direct business impact; firm deadlines and values up to £1m). Identifies, assesses and manages risks to the success of the project. Ensures that realistic project plans are maintained and ensures regular and accurate communication to stakeholders, consistent with the methods in use (agile, waterfall, etc). Ensures milestone reviews occur on schedule and according to procedure. Manage changes and variations and ensures that project deliverables are completed within agreed cost, timescale and resource budgets, and are signed off.	Application; Interview; Assessment
<b>Project process</b>	Develops feasibility studies, outline specifications and tender documentation for projects and maintenance works. Procures consultants and contractors in accordance with FX Plus procurement procedures. Ensures compliance with all relevant H&S and construction legislation including CDM regulations.	Application; Interview; Assessment
<b>Performance management</b>	Monitors project and portfolio performance against approved cost/time/quality criteria and ensures that all stakeholders are informed and involved throughout any change programme.	Application; Interview; Assessment
<b>Service acceptance</b>	Engages with Estates Maintenance Teams to confirm that construction and refurbishment projects meet the service acceptance criteria and are to the required standard. Ensure that all required commissioning and handover documentation is provided on completion of projects, including all Operation and Maintenance Manuals, As-built drawings, Logbooks, H&S Files, Asset schedules and User Guides for statutory record keeping	Application; Interview; Assessment
<b>Directorate Support</b>	Delivers exceptional level of customer service which meets and exceeds the expected standards. Agrees personal and team objectives and work to achieve them, developing both individually and collectively. Actively participates in required organizational processes, courses and activities, constantly maintaining the required conduct. Administers payments and coding of invoices and tracking of cashflow. Maintain records of expenditure in order to control budgets and provide expenditure forecasts. Support and contribute to keeping FX Plus, Falmouth	Application; Interview; Assessment

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Skill (Level)	Skill Description	How we may assess
	University and the University of Exeter compliant with all legislation and adopted standards. Specific attention should be given to Health and Safety, Equality, Diversity and Inclusion	
<b>Relationship management</b>	Identifies the communications needs of each stakeholder group before, during and upon completion of projects. Facilitates open communication and discussion between stakeholders, acting as a single point of contact for all stakeholders impacted by projects. Working closely with designers, contract administrators and consultants, appointing and conducting surveys for projects. Liaise with the Senior Management team and Estates Staff to provide information on work requests and detailed work schedules; provide updates on tasks by email or phone, ensuring all reports are accurate.	Application; Interview; Assessment

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## PERSON SPECIFICATION

Importance	Personal attribute description	How we may assess
<b>Qualifications &amp; Certifications</b>		
Essential	A Higher Educational qualification in an applicable subject or equivalent relevant experience	Application
Essential	Building surveying-based qualification	Application; Interview
Desirable	PRINCE2® Practitioner / AMP certification (or equivalent)	Application; Interview
Desirable	P405 Management of Asbestos in Buildings qualified	Application; Interview
<b>Knowledge, Experience and Skills</b>		
Essential	Detailed understanding of Project management methodologies.	Interview; Assessment
Essential	Significant experience of successfully managing complex building maintenance, refurbishment and compliance projects, including specification, design and installation activities	Application
Essential	Experience undertaking condition surveys, defect investigations and producing technical reports and specifications	Application
Essential	Experience in the identification and proactive mitigation of risks, with significant experience in managing the H&S requirements related to property construction and refurbishment projects	Application
Essential	Strong written and verbal communication skills, demonstrating the ability to explain complex conceptual ideas to technical and non-technical stakeholders	Interview; Probation
Essential	Good problem-solving skills, taking a proactive, pragmatic, and positive approach to finding workable solutions and alternatives	Assessment; Probation
Essential	Strong ability to interact across teams and build ongoing relationships to ensure effective communication and exchange of information.	Assessment; Reference; Probation
Essential	Ability to prioritize and organize work of others and ensure effective use of resources within your own area to overcome conflicting demands.	Assessment; Probation
Desirable	Experience of using Computer Aided Facilities Management (CAFM) systems and knowledge of engineering, quality and auditing management standards.	Interview; Assessment
Desirable	Good understanding of Health & Safety legislation, CDM regulations and statutory compliance requirements	Interview; Assessment
Desirable	Experience of working within an HE facilities/estates environment	Application

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Importance	Personal attribute description	How we may assess
<b>Personal Behaviours</b>		
Essential	Respectful: Thinks of others before speaking or acting. Treats all people equitably, fairly and justly, exhibiting good manners. Modifies style to fit the audience, interpreting difficult subjects to be understood by all.	Application; Interview; Probation
Essential	Cooperative: Develops and maintains good working relationships across the organization and beyond. Approachable, good-natured, and easy to talk to, using various methods and tools to communicate effectively. Helps others to do or believe something, regardless of their level in the organization.	Probation
Essential	Flexible: Creatively identifies and creates better ways of working. Thrives in an environment of change, adaptable and open to; ideas, advice and guidance. Blends creative, problem-solving, and technical skills to develop new approaches. Seeks new opportunities both personally and organizationally.	Interview; Probation
Essential	Quality-focused: Strives for continuous personal and professional development. Always considers how to improve things. Confident in challenging existing work practices and driving improvement. Takes the time to do things right being thorough and following policy, process and procedure.	Application; Interview; Probation
Essential	Honest: Open and truthful whilst respecting confidentiality. Remains composed under pressure, using clear and sound reasoning to justify actions. Provides clear, calm and useful feedback to all levels of the organization.	Interview; Probation
Essential	Organized: Deals with workload efficiently. Confidently plans, delegates and delivers what is required, using available resources effectively. Maintains good records, complying with established systems and processes.	Application; Probation