

**Assistant Building Surveyor**

You will be joining a Building Surveying team that work within the company’s multi-discipline workforce of Architects, Building Surveyors, Highways Engineers, Drainage Engineers, M&E Engineers, Quantity Surveyors and Structural Engineers. If you are an energetic, motivated and proactive individual seeking new challenges and want to be part of a successful team in an exciting environment then we would like to hear from you.

You will be providing a variety of services including those relating to building pathology, design, project management, building surveys and contract administration.

**Essential Skills / Qualifications:**

* Hold an HNC/HND in Building Surveying
* Ideally working towards full RICS membership via APC pathway
* A full UK driving license.

**Duties and Responsibilities:**

* Produce plan, sections and detail drawings for construction using AutoCAD for refurbishments, extensions, planned maintenance and new build projects.
* Produce, submit and manage planning, building regulation and listed building applications.
* Produce schedules of work and specifications using NBS software and other documentation.
* Coordinate deliverables and work collaboratively with other disciplines including Architects, Mechanical Engineers, Electrical Engineers, Structural Engineers, Quantity Surveyors and CDM Advisors.
* Visit sites to attend meetings, carry out inspections and surveys when required.
* Carry out project design and complete H&S risk assessments to meet current CDM regulation requirements.
* Chair, document and issue formal meeting notes for multi-discipline, client and contractor meetings as and when required.
* Be committed to maintaining an annual programme of Continuing Professional Development (CPD).
* Complete work to defined business processes, standards and time frames.
* Carry out Building Surveys and write Building Survey reports and Schedules of Condition
* To be competent in the following areas as relevant to the discipline -
  + Professional ethics
  + Building pathology
  + Construction technology and environmental services
  + Contract administration
  + Design and specification
  + Inspection
  + Legal/regulatory compliance
  + Analysis of client requirements
  + Communication and negotiation
  + Conflict avoidance, management and dispute resolution procedures Conservation and restoration
* Undertaking any other duties and responsibilities as may arise

**Experience and Knowledge:**

* Can demonstrate their knowledge and understanding of professional ethics. Are able to describe examples where they have applied this knowledge during their work while advising Clients.
* Has experience of and is competent to work on buildings that contain asbestos.
* Has post qualification experience working as a Building Surveyor.
* Has a working knowledge of and can describe the RICS competence elements with reasonable accuracy and completeness.
* Works under minimal supervision and completes some tasks using own judgement, but overall supervision is required, work is reviewed for adequacy on completion.
* Appreciates complex situations and obtains assistance from others to complete tasks when required.
* Has the experience of breaking down actions to achieve an overall goal.
* Experience of working closely with other disciplines to produce coordinated deliverables.

**Technical Skills and Ability:**

* The preparation of building and condition survey reports.
* Investigation and analysis of building defects to develop solutions to building failures.
* The preparation of feasibility studies.
* Ability to produce plans, sections and detailed drawings, specifications, schedules of works and other documents to high standards in conjunction with internal and external design disciplines.
* Proficiency with the use of the Microsoft Office Suite, Autodesk AutoCAD and NBS software.
* Contract administration of construction contracts.
* Provide advice on Health and Safety issues throughout the design and construction period of projects, taking into account the Construction Design and Management Regulations.
* The preparation of applications for statutory approval including Planning and Building Control applications. Advises on property legislation and building regulations.
* Provide advice on building related matters including fire safety, sustainability, conservation and restoration.