



# JOB DESCRIPTION

**JOB TITLE:** Senior Building Surveyor

**POSITION:** Full Time

**HOUR OF WORK:** Please refer to Employment Contract

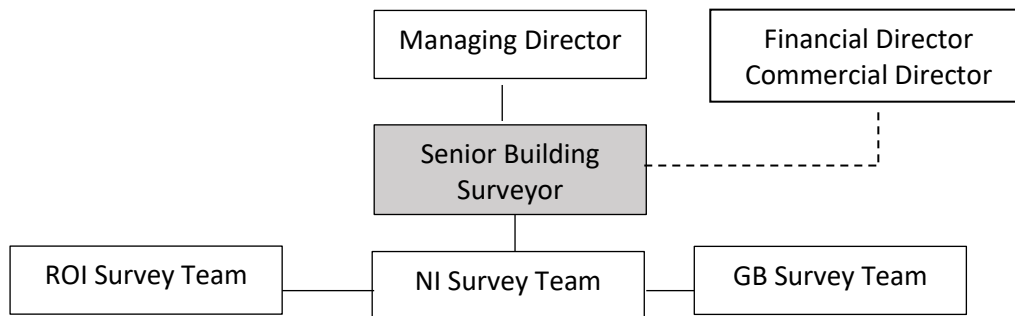
**LOCATION:** Northern Ireland. Office and site based

**REPORTING TO:** Managing Director

**SALARY:** Please refer to Employment Contract

**PROBATIONARY PERIOD:** 6 months

## Organisational Structure:



## Job Purpose:

The role involves serving as an integral member of the Global Team, with responsibility for coordinating all aspects of the Survey department to effectively meet the needs of stakeholders. The position requires proactive engagement and leadership to ensure the department operates successfully.

## Role Description:

The primary aim of the role is to uphold high standards of surveying and reporting while managing a team across the UK, Northern Ireland, and the Republic of Ireland. This includes overseeing the team's performance and ensuring they possess the necessary skills and training to deliver their responsibilities in line with industry standards, company policies, and overall business objectives.

Key responsibilities include fostering a professional, innovative, and high-quality surveying function that responds to the demands of the business. The role also involves collaborating



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as part of the wider team to enhance the organisation's modern and professional surveying capabilities.

## **Reporting Relationships:**

The role requires a highly motivated and driven individual who can grow, develop, and lead a team of surveyors. This includes supporting their professional development to ensure efficiency and effectiveness, while aligning with the company's goals and meeting the expectations of internal and external stakeholders.

## **Responsibilities:**

1. Actively contribute as a member of the company's management team.
2. Manage the surveying team effectively, ensuring survey reports meet professional, technical, industry, insurer, and building regulation standards, and are completed on time and accurately.
3. Monitor the surveying team's workload, utilising tools and internal systems to track performance data and holding regular performance discussions.
4. Oversee the lead management of the Surveying function in alignment with business objectives.
5. Handle employee relations within the surveying team, including conducting annual appraisals, monitoring workloads, and ensuring efficient staff management across all employee relation aspects.
6. Address surveyor concerns such as technical competency, client management, and time management as they arise.
7. Ensure a competent team member is delegated to maintain key departmental functions during absences to uphold efficiency.
8. Develop and implement surveying department policies, procedures, and protocols in compliance with legal standards and organizational needs.
9. Ensure all surveyors maintain competency by following protocols, identifying training needs, and implementing necessary training programs.
10. Coach and train the surveying team to enhance the technical quality of their work.
11. Mentor surveying staff pursuing professional qualifications.
12. Conduct probationary reviews to ensure departmental job standards are met.
13. Manage CPD (Continuing Professional Development) for surveyors, ensuring compliance with legislative and professional standards.
14. Perform desktop audits of surveyors' reports and workloads using the BERTIE system to ensure efficiency and feasibility.
15. Audit surveyors' reports weekly or bi-weekly to assess technical competency, client communication, and time management.
16. Stay informed on building regulations and update surveyors on relevant changes or points of interest.



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17. Maintain the required CPD levels for inspections by conducting site inspections, sign-offs, building client relationships, and attending meetings.
18. Manage the inspection process to adhere to underwriter requirements.
19. Provide on-site and remote advice to the survey and administration teams.
20. Contribute strategically to the development of the BERTIE system to meet business needs, improve efficiency, and support growth while monitoring costs.
21. Hold regular team meetings with the survey team and maintain records of discussions and updates.
22. Collaborate with HR to lead the recruitment process for surveying staff.
23. Serve as the primary contact for technical queries from internal and external stakeholders, delegating where necessary to technical experts.
24. Approve technical construction products.
25. Collaborate on potential tender submissions with the Head of Retail Sales and external parties as needed.
26. Develop and monitor KPIs for the surveying team and report to Directors when required.
27. Investigate and manage potential new business opportunities related to surveying, such as Building Control or homebuyer reports, and report progress to Directors.
28. Perform other duties as assigned by the Directors.

## **Location:**

The role is performed from the head office (NI) and on site, with required travel to ROI/ UK. All relevant equipment is provided to enable you to perform your role to the best of your abilities.

## **Essential Competencies/ Knowledge and Skills required for the role:**

1. **Essential:** Must hold a 3<sup>rd</sup> level qualification (Level 6) or equivalent in Building Surveying or a relevant discipline.
2. **Essential:** A minimum of 5 years' experience in surveying within a construction or related surveying role.
3. **Essential:** Proven experience of managing a surveying team for a minimum of 3 years.
4. **Essential:** Experience of leading and delivering service improvements within an surveying role.
5. **Essential:** Full member of the RICS (MRICS)
6. **Desirable:** Experience working and managing within a warranty sector.
7. **Desirable:** Proven experience of managing a surveying team for a minimum of 5 years.
8. Full Drivers licence.
9. Excellent oral and written communication skills.
10. Strong organisational and time management skills.
11. Ability to prioritise work in order to meet strict deadlines.



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12. Maintain a high level of accuracy paying close attention to detail.
13. Work effectively on own initiative in a pressurised environment and as part of a team with minimum supervision.
14. IT literate and proficient user of MS packages.
15. Must be able to think clearly and solve problems.
16. Must have interpersonal skills and a positive attitude to work and other people.
17. Accountable and responsible, maintaining confidentiality at all times.
18. Willingness to travel as and when required.
19. Any other duties that are required.

### **Health and Safety responsibilities:**

- Take reasonable care the Health and Safety of yourself and others who may be affected by your actions.
- Work in a safe manner and observe the Company Health and Safety Rules and Procedures.
- Report to your manager/ Health and Safety manager any incidents that have led to or could have led to injury or an accident or have affected the environment.
- Report all injuries promptly that occur to yourself at work and obtain the necessary first aid treatment.
- Ensure that you work with managers and the Company to achieve a healthy and safe workplace environment.
- Help in the investigation of accidents in order to prevent recurrence.
- Ensure that you observe the company handbook and maintain a professional image at all times, and adhere to all Health and Safety regulations in the office.
- Set an example of safe, correct behaviour at all times whilst on sites or in the office.
- Report any hazard / defect you may observe promptly to your immediate manager.
- Report any shortcomings in systems of work or procedures to your manager.
- Not to interfere with or misuse anything provided in the interests of health, safety and welfare or yourselves or your work colleagues.
- To comply with safe systems of work at all times
- To advise managers when not trained for tasks you are being asked to carry out.
- Adhere to safe driving procedures.
- All above applicable on sites and in office.

***We are an Equal Opportunities Employer.***

**Employee Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_



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**Manager Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_