

# Role profile

<b>Job title:</b>	<b>Senior Building Surveyor</b>
<b>Grade:</b>	<b>DP</b>
<b>Discipline:</b>	<b>Building Surveying &amp; Maintenance</b>

## Role purpose:

The Senior Building Surveyor will be responsible for managing the surveying process.

## Accountabilities:

- 1) Manage the surveying process through data collection, inputting and reporting encompassing:
  - Condition
  - Asbestos
  - Access Audits
  - Fire Risk Assessments
  - Other professional and technical work
- 2) Maintain and integrate the NPS Group databases and client's databases with all survey data, ensuring consistency of references and project details.
- 3) Undertake line manage support when required.
- 4) Contribute to the update and issue of policy documents following changes in legislation in consultation with the relevant Director.
- 5) Undertake project management of selected works which may include design specifications and contract administration.
- 6) Deliver high quality survey products for company clients.
- 7) Issue appropriate reports and policy documents.
- 8) Responsible for identifying new business opportunities.
- 9) Fee earning at 90%, and contribute to the achievement of business plan objectives and targets.
- 10) This role requires frequent travel to other offices and sites as required.
- 11) Carry out duties appropriate to the grade of the post.
- 12) Promote continuous improvement and deliver demonstrable high quality products and services which embrace quality standards.
- 13) Demonstrate personal commitment to the Norse Way CSR strategy.

## Qualifications:

- 1) Professional membership of the Royal Institute of Chartered Surveyors or equivalent and be working or prepared to work towards chartered status – Essential
- 2) Bachelor's Degree or equivalent in a Building Surveying related discipline – Essential
- 3) Holds a current site card or is prepared to immediately attain - Essential
- 4) Recognised DDA qualification and/or be prepared to achieve NRAC registration – Desirable

## Skills and knowledge:

- 1) Extensive experience in a similar related role – Essential
- 2) Proficient in the use of Microsoft Office Suite - Essential
- 3) Knowledge of the Building Regulations and other construction and building surveying related legislation - Essential
- 4) Familiar with current construction, health and safety legislation and risks and hazards associated with asbestos – Essential

## Competencies:


<b>Improving for excellence</b>	<b>Level 3</b>	<b>Commercial focus</b>	<b>Level 2</b>
<b>Drive for results</b>	<b>Level 3</b>	<b>Customer focus</b>	<b>Level 3</b>
<b>Effective decision making</b>	<b>Level 3</b>	<b>Managing positive relationships</b>	<b>Level 3</b>
<b>Thinking with vision</b>	<b>Level 1</b>	<b>Leadership and development</b>	<b>Level 2</b>

## General:

Role Profiles are a reflection of the character and work priorities at a given point in time and it will be subject to regular review.

It is the individual's responsibility to take reasonable care for the Health, Safety and Welfare of themselves and others in accordance with the Health & Safety at Work Act (1974) and associated Company policy and procedures.

The individual is required at all times to comply with the provisions of the Data Protection Act 1998 and with any policy introduced by the Company to comply with the Act.

<b>Creation date:</b> 26 <sup>th</sup> October 2016	
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This role profile has been reviewed and validated by the Group Director – Human Resources.  
Last modified: 20<sup>th</sup> December 2016