

# Role profile

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

## Role purpose:

The Chartered Building Surveyor will be responsible for providing assistance and support to relevant directors in pursuit of the Company aims providing building surveying and maintenance consultancy and related services.

## Accountabilities:

- 1) Undertake projects in accordance with RICS standards.
- 2) Provide technical and advisory guidance to clients and stakeholders and other technical team members.
- 3) Ensure, contribute, lead and identify on the delivery of quality assured client focused projects and services to meet the agreed clients' requirements.
- 4) Advise senior managers of potential business streams and actively work in conjunction with the marketing plan.
- 5) Promote a professional service on behalf of the Company to official representatives of external clients.
- 6) Support the company in terms of client development.
- 7) Prepare, specifications, drawings and carry out risk assessments for improvement, refurbishment and new building schemes.
- 8) Prepare tender documents, undertake contract administration duties/ project management and site monitoring duties of relevant contracts ensuring compliance and quality control.
- 9) Undertake site surveys in relation to condition / building surveying, schedules of condition, dilapidations, measured surveys and planned maintenance; defect analysis to include analytical investigation, research and preparation of technical reports.
- 10) Participate in conservation projects to include investigation in relation to materials, repair processes, quality control and innovative methods of repair and analysis.
- 11) Capable of managing the project team
- 12) Responsible for identifying new business opportunities.
- 13) Fee earning at 90%, and contribute to the achievement of business plan objectives and targets.
- 14) This role requires frequent travel to other offices and sites as required.
- 15) Carry out duties appropriate to the grade and Chartered nature of the post.
- 16) Promote continuous improvement and deliver demonstrable high quality products and services which embrace quality standards.
- 17) Demonstrate personal commitment to the Norse Way CSR strategy.

## Qualifications:

- 1) Professional Chartered membership of the Royal Institute of Chartered Surveyors – 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

### 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.
- 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.

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| <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: 23<sup>rd</sup> December 2016