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| Job Title | Senior Building Surveyor |
| Division/Location | Hamson Barron Smith |
| Reporting to | Associate Director |
| Weekly Hours | 37 hours per week |
| Grade/Salary | DP / Up to £55,000 per annum, DOE |

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| Job Description |
| The Role: |
| The Senior Building Surveyor will be responsible for managing the surveying process. |
| Main Responsibilities: |
| <ul style="list-style-type: none"> Managing the surveying process through data collection, inputting and reporting encompassing: <ul style="list-style-type: none"> Condition Asbestos Access Audits Fire Risk Assessments Other professional and technical work Maintaining and integrating Norse Consulting databases and client's databases with all survey data, ensuring consistency of references and project details. Undertaking line manage support when required. Contributing to updating and issuing of policy documents following changes in legislation in consultation with the relevant Director. Undertaking project management of selected works which may include design specifications and contract administration. Delivering high quality survey products for company clients. Issuing appropriate reports and policy documents. Identifying new business opportunities and fee earning at 90%, contributing to the achievement of business plan objectives and targets. |
| Other Duties |
| The duties listed are not exhaustive and may be varied therefore the post holder will be expected to undertake other duties as appropriate to the role and as requested by his/her line manager, including: |
| <ul style="list-style-type: none"> Carrying out duties appropriate to the grade of the post, including frequent travel to other offices as required. Promoting continuous improvement and delivering demonstrable high-quality products and services which embrace quality standards. Demonstrating personal commitment to the Norse Way CSR Strategy. |

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| Approval/Review Date | | | |
| Approved by Operations Director: | | Date : | |
| Approved by HR Director: | | Date : | |

| Person Specification | | | |
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| Category | Requirement | Essential or Desirable | Assessment Method Application Form (AF) Interview (I) Test(T) |
| Qualifications/ Knowledge/ Training | Professional membership of the Royal Institute of Chartered Surveyors or equivalent and be working or prepared to work towards chartered status | Essential | |
| | Bachelor's Degree or equivalent in a Building Surveying related discipline | Essential | |
| | Holds a current site card or is prepared to immediately attain | Essential | |
| | Knowledge of the Building Regulations and other construction and building surveying related legislation | Essential | |
| | Familiar with current construction, health and safety legislation and risks and hazards associated with asbestos | Essential | |
| | Recognised DDA qualification and/or be prepared to achieve NRAC registration | Desirable | |
| Experience | Extensive experience in a similar related role | Essential | |
| Skills/Abilities | Proficient in the use of Microsoft Office Suite | Essential | |
| Other Requirements | | | |

| General |
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| <p>Job descriptions are accurate at the time of compilation but are open to change and therefore will be subject to regular review.</p> <p>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.</p> |

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|----------------------------------|--|-----------|--|
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The individual is required at all times to comply with the provisions of the Data Protection Act 2018 (DPA) and the General Data Protection Regulation (GDPR) and with any policy introduced by the Company to comply with the Acts.

We are committed to employment practices and behaviours which encourage diversity, promote equality of treatment and eliminate unlawful and or unfair discrimination.

Our Values

You will be expected to promote and adhere to the workplace values of our organisation:

Quality – We strive to deliver outstanding quality and make business excellence the standard by which we measure ourselves.

Innovation – We embrace new ideas and have the courage to be creative so our services are delivered in the most effective and safe way possible.

Respect – We value everyone as an individual. We respect their rights, life choices and the personal contribution they make to our business success.

Trust – We want to be a trusted provider, partner and employer, recognising that to do so, our word must be our bond. If we say we will do something, we do it

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