**Job Profile:**

**BUILDING SURVEYOR**

**GRADE 7**

**37 hours per week, working Monday to Friday in accordance with the Council’s scheme of flexible working hours.**

**What is the role?**

You will be based at our Gosport Town Hall within a Property Services team reporting to the Senior Building Surveyor.

You will carry out a wide range of duties across our varied 3,000+ housing stock, together with our asset portfolio of corporate operational, commercial and community assets.

You will predominantly be attending day to day repairs, updating stock data, evaluating and diagnosing what work is required, assessing the best options to carry out the work and issuing response repairs.

**Who is the Person**

**You need to:**

1. Be able to demonstrate sufficient relevant experience and knowledge of general day to day response repairs in a housing or commercial environment.
2. Have good building construction technology and building pathology knowledge together with the ability to evaluate and diagnose what work is required, assess the best options to carry out the work and issuing response repairs and advising others.
3. Have a knowledge of building related legislation as appropriate to the role and be able to apply as necessary.
4. Have knowledge and experience of construction related health & safety legislation knowledge generally and be able to apply specifically the working at height regulations, and Control of Asbestos Regulations 2012.
5. Practical surveying skills that can be demonstrated; specifically be able to carry out stock data and measured surveys, accurately recording stock data as appropriate.
6. Demonstrating you can manage a contractor using a contract, negotiating contractual matters and resolution of disputes with contractors.
7. Have knowledge and experience of cost control techniques and be able to demonstrate commercial awareness when undertaking cost estimates for larger repair work, exercise financial control when managing work and assess value for money for work undertaken when auditing completed repairs. Demonstrate analytical skills to be able to interrogate, analyse and evaluate previous repair information
8. Have relevant knowledge and experience of all Microsoft packages and demonstrate practical IT skills using Excel spreadsheets or Word when writing reports or letters and be capable of using various other software packages with appropriate training to accurately update data as part of undertaking the surveying role.
9. Have planning skills and demonstrate the ability to be organised and methodical when undertaking inspections to ensure effective time management.
10. Have excellent communication skills (verbal and written) with the ability to develop working relationships with clients and customers, understand their aspirations and manage expectations. The majority of our repairs and maintenance work is undertaken in occupation, in both residential and commercial buildings, and you will be expected to liaise with all relevant parties to ensure customers and clients are kept fully informed at all times..

**Special Conditions:**

The post holder will be required to hold a full current driving licence and have a car available; essential car user allowance will be paid whilst the duties of the post justify it.

There may also be an occasional need to work outside normal working hours.

**General Data Protection Regulation (GDPR)**

As part of any recruitment process, Gosport Borough Council collects and processes personal data relating to job applicants. Gosport Borough Council is committed to being transparent about how it collects and uses that data and to meeting its data protection obligations under the General Data Protection Regulations (GDPR).

Completing and sending an application in for a vacancy is your consent for us to process your data for the purpose of the recruitment. Your data is not used in any other way and you can withdraw your consent at any point in the recruitment process and we will destroy or delete your information.

For more detailed information on what we collect how we use, store, delete date and your rights you can access a privacy statement on the Council’s website <https://www.gosport.gov.uk/sections/your-council/data-protection/data-protection-privacy-notice/>