



Staffordshire Police - Role Profile

Assistant Surveyor(Minor Works)

Grade/Rank:	Grade G
Directorate:	Enabling Services
Reports to:	Capital Works Manager
Responsible for:	Estates - Technical services

Role Purpose

The position of Assistant Surveyor sits within the Estates Team and reports into the Capital Works Manager. The Estates Team is responsible for providing an enabling service to Staffordshire Police, Staffordshire Fire and The Staffordshire Commissioners Office.

To assist the Capital Works Manager in providing an effective and efficient service in the delivery of all types of building surveying practises within an Estates function. This role will play a pivotal part in ensuring the successful delivery of the estates strategy and other construction related minor works projects across both Staffordshire Police and Staffordshire Fire & Rescue Service premises. All projects shall be delivered using proven project management methodologies(APM/Prince2) as well as following internal project processes, ensuring work streams are delivered to time and budget requirements and meet all required forms of legislation and design standards.

This role will involve producing technical specifications and drawings to ensure key stakeholder requirements are met as well as providing a package whereby accurate pricing can be obtained by contractors as well as managing the project from conception through to delivery, including project closure and benefit realisation.

Key Tasks and Responsibilities:

- To provide an effective and efficient service in the delivery of building surveying Minor Works projects from conception to completion, ensuring that they are delivered on time, within budget, to the required quality standards, legislative requirements, design standards and that stakeholders requirements are also adhered to
- Undertake works to enable either a traditional or design and build procurement route to be undertaken
- Engaging with stakeholders to understand their requirements and managing expectations to ensure a meaningful and successful project delivery
- Provide support on Major works projects as directed by the Capital Works Manager
- Produce tender documentation including construction details, schedules, specification of works to enable accurate costings to be obtained
- Assist the Capital Works Manager in the delivery of the capital work



programme and investment programme across both the Fire and Police estate ensuring value for money is achieved and objectives are met

- Review and approve quotations against value for money, industry pricing and project objectives
- Monitor performance of contractors and quality of works through inspections, contract meetings, site inspections, analysis of Key Performance Indicators and contract requirements.
- Liaise with other professional consultants such as engineers and mechanical, electrical engineers with the aim of producing suitable technical designs
- Liaise with planning and building control officers with the aim of obtaining planning approval and building control signoff
- Attend site meetings with local residents and political figures regarding building related projects to understand concerns and reflect these within the project
- Prepare and submit Planning Applications and Building Control approval applications with the aim of gaining approval
- Carry out building surveys and provide recommendations based on your findings to inform decision making
- Prepare technical reports as required in relation to technical issues to inform decision making
- To manage and liaise effectively with contractors carrying out the repairs to ensure they are carried out correctly and to prescribed standards and timescales.
- Keep up to date with current legislation, guidance documents and other relevant technical information
- Review and approve contractor risk assessments, method statements and safe systems of work prior to works commencing
- Ensure CDM regulations are adhered too by ourselves and contractors to ensure a safe delivery of project
- Provide Technical input and clerk of works function into minor/major works projects, programmes of work and contract management services
- Provide excellent customer service to all customers internal and external to the organisation, ensuring the cultural framework is adhered too at all times by all staff
- Ensure value for money is achieved at every stage
- Ensure internal procurement policies are adhered to working closely with the commercial team
- Provide regular project updates to the Capital Works Manager to enable a wider overview of programme
- Escalate issues/concerns to the Capital Works Manager
- Mentor/support any officers within the team to help them improve their knowledge and experience and to help them achieve a recognised professional qualification



And to be accountable for: (ie responsibilities held by others but measured and owned by this role)

Behaviours

The Behavioural Competency Framework (BCF) has six competencies that are clustered into three groups. Under each competency are six levels that show what behaviours will look like in practice.

This role should be operating at the following levels:

Resolute, compassionate and committed

We are emotionally aware		Valuing Diversity	4
		Managing Sensitivities/Political Savvy	4
We take ownership		Customer Service	5
		Maintaining Accuracy/Sustainable Working	5

Inclusive, enabling and visionary leadership

We are collaborative		Partner Working	5
		Managing Complexity/Strategic Planning	5
We deliver, support and inspire		(self) Leadership	5
		Supporting Colleagues/Coaching & Mentoring	4

Intelligent, creative and informed policing

We analyse critically		Problem Solving	5
		Situational Judgement	5
We are innovative and open-minded		Continuous Improvement	5
		Futurology	5

Education, Qualifications and Experience

Essential:

- Must hold or working too a technical qualification, e.g. Level 6 BSc (Hons) Building Surveying or similar
- Registered or working towards a professional body e.g. CIOB, RICS or CIBSE
- Demonstrate that you have working in a similar environment and have the

Desirable:

- Proficient with the use of MS Project or similar Project Management Software
- Proficient with the use of Microsoft standard office packages
- Experience of delivering construction related projects in a public sector environment



<p>necessary knowledge, skill set and experience to undertake these duties.</p> <ul style="list-style-type: none"> • A recognised H&S qualification ie NEBOSH general certificate, NEBOSH construction certificate • A Recognised project management qualification ie APM, PRINCE2 • Proficient with the use of AUTOCAD or similar design software • Demonstrate by previous experience of minor works project management and management of work packages, preferably in a property or construction related environment • Demonstrate by a proven track record of your experience and technical ability of working in a technical environment or similar role • Demonstrate by a proven track record experience of managing contracts and contractors, ideally delivering either construction or facility management services • Proven knowledge and experience of CDM2015 Regulations within a construction based project • Experience in carrying out surveys and producing programmes of works • Experience in the preparation of Planning Applications and Building Control applications • Experience of writing technical specifications and producing technical drawings • Provide Technical input and clerk of works function into projects, programmes of work and contract management services 	<ul style="list-style-type: none"> • Experience of working in an Estate function within a blue lights organisation •
Technical/Operational Skills Matrix (See Skills Matrix)	
<p>Essential:</p> <ul style="list-style-type: none"> • Think Creatively and laterally with the ability to problem solve and focus on solutions 	<p>Desirable:</p>



<ul style="list-style-type: none"> • The ability to present technical information in a none technical way • Proven ability to build effective working relationships at all levels of the organisation • Excellent and effective interpersonal skills • A high level of communication, negotiation and influencing skills • The ability to work with minimal supervision ensuring objectives are still met • The ability to manage multiple minor works projects at one time • Financially and commercially astute with excellent planning and budgeting skills • Self-motivated, goal driven individual able to prioritise, work under pressure and meet deadlines • The post holder will need to be flexible to travel around the county • Must hold a full and valid driving licence with access to own vehicle 				
Leadership Passport Level	Practitioner s & Team Leaders	1 st Line Mngrs	2nd Line Mngr s	Senior Mngrs
	1	2	3	4

* Indicates that training will be provided as part of the role in this skill

CPD Requirements

- Able to demonstrate both up to date knowledge and skills in area of expertise and effective cross sector networking.

Professional Registration/Licences

- CIOB
- RICS
- CIBSE

Special Conditions



Own car for business use	Yes – full driving licence and access to a vehicle				
Higher level vetting required	Yes				
Requirement to wear Uniform	No				
Requirement for post entry training	No				
Fixed Hours	No				
Weekend working expected	Not normally but unexpected incidents may require this				
Shift allowance	No				
Fixed term or temporary role	No				
Politically Restricted	No				
On call/standby rota	No				
Flexitime Role	Yes				
Notice Period	1 week	28 Days	1 month	3 months	

Agile Profile (See Agile Matrix)						
Base	Desk	Confidentiality	Systems & Email	Telephony	Paper	Hours
5	5	5	5	5	5	5