



## Staffordshire Police - Role Profile

### Technical Services Building Surveyor (1 year Fixed Term Contract – reviewable)

<b>Grade/Rank:</b>	Grade H (Subject to Job Evaluation)
<b>Directorate:</b>	People and Resources
<b>Reports to:</b>	Technical Services Manager
<b>Responsible for:</b>	Estates - Technical services

#### Role Purpose

To assist in the delivery of the estates strategy and other construction related projects and work streams. Ensuring all projects and work streams are delivered to time and budget requirements and meet all required forms of legislation and design standards.

This role will involve carrying out detailed building related feasibility studies to inform business case options, produce 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 construction element of the project from conception through to delivery.

The post is full time and is located at Weston Road but the post holder will work from various locations.

#### Key Tasks and Responsibilities:

- To provide an effective and efficient service in the delivery of building surveying 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
- Engaging with stakeholders to understand their requirements and managing expectations to ensure a meaningful and successful project delivery
- Produce business cases/options appraisals/feasibility reports to help inform decision making with regards to investment opportunities and future programs of works throughout the building estate
- Produce tender documentation including construction details, schedules, specification of works to enable accurate costings to be obtained
- Work within 3 project delivery streams:
  - 1) Producing specifications/drawings, Procuring works/products/contractors direct from market, managing contractors directly, responsibility for CDM/H&SS, managing the project through the entire project life cycle
  - 2) Producing specifications/drawings and working with a principle contractor who will undertake procurement, management of contractors, CDM/HS.
  - 3) Working with a design and build contractor ensuring key stakeholder requirements are met and managing the project through the entire project life cycle



- Assist in the delivery of the capital work programme and investment programme across 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 projects, programmes of work and contract management services
- Provide technical input across the estates team
- Quality check works throughout the works life cycle; challenging where required and taking appropriate action
- 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 Technical Services Manager to enable a wider overview of programme process to be monitored
- Escalate issues/concerns to the Technical Services Manager
- The will also be the requirement to cover for the Technical Services Manager when necessary



**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 have technical qualification, e.g. BSc (Hons) Building Surveying and registered with a professional body e.g. CIOB, RICS or IWFM.
- Demonstrate that you have working in a similar environment and have the necessary knowledge, skill set and experience to undertake these duties.

### Desirable:

- A Recognised project management qualification ie APM, PRINCE2
- Proficient with the use of AUTOCAD or similar design software



<ul style="list-style-type: none"><li>• A recognised H&amp;S qualification ie NEBOSH general certificate, NEBOSH construction certificate,</li><li>• Demonstrate by previous experience of project management and management of work packages, preferably in a property or construction related environment</li><li>• Demonstrate by a proven track record of your experience and technical ability of working a in a technical environment or similar role</li><li>• Demonstrate by a proven track record experience of managing contracts and contractors, ideally delivering either construction or facility management services</li><li>• Proven knowledge and experience of CDM2015 Regulations within a construction based project</li><li>• Experience in undertaking building feasibility studies and formulating business cases to seek approval</li><li>• Experience in undertaking building stock condition surveys and reports</li><li>• Experience in carrying out surveys and producing programmes of works</li><li>• Experience in the preparation of Planning Applications and Building Control applications</li><li>• Experience of writing technical specifications and producing technical drawings</li><li>• Experience of delivering projects and work packages against agreed outcomes and impacts</li></ul>	<ul style="list-style-type: none"><li>• Proficient with the use of MS Project or similar Project Management Software</li><li>• Proficient with the use of Microsoft standard office packages</li></ul>
<ul style="list-style-type: none"><li>• The post holder will need to be flexible to travel around the county</li><li>• Must hold a full and valid driving licence with access to own vehicle</li><li>• Provide Technical input and clerk of works function into projects, programmes of work and contract management services</li><li>• The ability to present technical information in a none technical way</li><li>• Proven ability to build effective working relationships at all levels of the organisation</li></ul>	



<ul style="list-style-type: none"> <li>• Excellent and effective interpersonal skills</li> <li>• A high level of communication, negotiation and influencing skills</li> <li>• The ability to manage multiple projects at one time</li> <li>• Financially and commercially astute with excellent planning and budgeting skills</li> <li>• Think Creatively and laterally with the ability to problem solve and focus on solutions</li> <li>• Self-motivated, goal driven individual able to prioritise, work under pressure and meet deadlines</li> <li>• The ability to work with minimal supervision ensuring objectives are still met</li> </ul>				
<b>Leadership Passport Level</b>	Practitioners & Team Leaders	1 <sup>st</sup> Line Mngrs	<b>2<sup>nd</sup> Line Mngrs</b>	Senior Mngrs
	1	2	<b>3</b>	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

- IWFM
- CIOB, RICS

### 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	Yes 1 year reviewable					
Politically Restricted	No					
On call/standby rota	No					
Flexitime Role	Yes					
Notice Period	1 week	28 Days	1 month	<b>3 months</b>		

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