



Ipswich Borough Council  
Job Description:

## **Building Surveying Manager**

### **Main Purpose of Job**

Provide a comprehensive, high quality, customer focused Chartered / professional Building Surveying Service to the Council for the effective management of maintenance and major capital improvement programmes to the housing stock. Ensure professional leadership to comply with legal, financial, time, cost and policy constraints. Ensure compliance with all regulations, such as health and safety, environment, building regs etc.

### **Main Duties**

1. Manage a team of Chartered surveying professionals and technical officers including allocation, programming, monitoring and progressing work of the team, management and appraisal of the team. Ensure quality and safety standards are met and compliance with specification. Provide cover for the Principal Contracts Manager and represent the council at various forums related to maintenance and improvement work and/ or at Executive meetings or meetings with Councillors.
2. Lead project teams for delivering high value and complex projects including selecting and organising the team and co-ordinating their activities. Liaise with various stakeholders that may include Housing Senior Management team, Principal Managers, CMT, Councillors to ensure a co-ordinated approach to maintenance and allocation of work to ensure targets are met. Keep the Principal Managers informed of progress and problems with all projects.
3. Lead service improvement teams including the investigation of best working practices, the introduction of new policies/ procedures, and developing and leading service improvement panels, to assist in the overall improvement of customer focused services. Develop partnership agreements and apply the principles of Egan to the maintenance, improvement, and planned contracts.
4. Fully investigate and follow through to conclusion service area complaints (from customers) or major disputes with contractors (that may involve processes such as legal adjudication) including liaising with all relevant stakeholders. Reporting of same to Senior Managers, CMT, Councillors as

appropriate. Review for lessons learned and implement any service improvements to processes that are required.

5. Formulating and coordinating the responsive repairs programme, major capital HRA improvements programme, and planned maintenance programme liaising with all stakeholders. Monitor and manage significant budgets, frequencies, and current working practices to help establish work more suitable for inclusion in maintenance improvement programmes. Assist in developing improved communication and joint working with neighbourhood teams, contractors and customers.
6. Oversee and undertake feasibility studies, provision of estimates, preparation of drawings (CAD), specification and contract documentation for the adaptation, repair, maintenance, demolition and asbestos removal works of Council properties. Ensure the necessary statutory approvals are obtained. Carry out duties compliant with Construction, Design and Management Regulations
7. Be the Senior lead of significant procurement projects. Prepare and write detailed specifications and contract documents to facilitate procurement including any design work (CAD) required. Oversee and undertake obtaining of competitive tenders/quotations for smaller projects and ensure orders are placed in accordance with the Councils standing orders. Assist in project managing contracts, including chairing meetings, monitoring and controlling quality, oversee progress, manage costs and safety. Develop best value service improvement initiative. Develop partnership agreements.
8. Prepare reports (I.e for CMT and Executive) and give professional/technical advice to Senior Management. Coordinate and provide training of other non-technical staff on building related subjects.
9. Responsible for writing major policy and strategy for the Councils Housing Service including taking proposals to Executive if required. Implement and monitor key actions in any strategy that is implemented..

Such variations as may be required from time to time without changing the general character of the duties shown above or the level of responsibility entailed.



**IPSWICH**  
BOROUGH COUNCIL

## PERSON SPECIFICATION

### Assets & Surveying Manager

ATTRIBUTES	ESSENTIAL	DESIRABLE	METHOD OF ASSESSMENT
<b>Knowledge/ Qualifications</b>	Building services related Bachelor of Science degree or equivalent professional building related qualification and 5 years qualitative experience  Detailed knowledge of current building Gas and Electrical related legislation & regulations  Detailed knowledge of current health and safety legislation  Minimum IOSH Managing Safely Certificate  Good working knowledge of all Microsoft Windows applications  Good knowledge of standard forms of building contract	Knowledge of disability regulations  Member of building related professional body  Management qualification, i.e. DMS  NEBOSH Health & Safety qualification	Application / Certificates
<b>Work related experience, skills and competencies</b>	Extensive post qualification experience  Staff supervision experience  Project management experience  Experience of working on databases and producing spreadsheets  Experience of dealing with telephone enquiries and the general public  Experience in dealing with tenants, contractors, agencies and other staff  Ability to grasp complex procedures  Ability to comprehend complex problems experienced by	Local Authority or RSL experience  Quality assurance training / working experience	Application/ Interview

	<p>customers &amp; to give clear and accurate advice</p> <p>Risk management experience</p>		
<b>Personal skills</b>	<p>Proven ability to organise and prioritise workload to meet deadlines / to help achieve service requirements</p> <p>Proven programming ability to successfully deliver a wide variety of projects in terms of time, cost and quality</p> <p>Proven ability to communicate at all levels, including external organisations</p> <p>Excellent interpersonal and negotiating skills</p> <p>Demonstrates effective presentation skills</p> <p>Proven ability to deliver successful innovative and creative solutions to service delivery</p> <p>Ability to carry out work under pressure and to maintain quality of work</p> <p>Appreciation of the need for confidentiality</p>	<p>Good knowledge of local government policies and procedures.</p>	<p>Application/Interview</p>
<b>Special working conditions</b>	<p>Will be required to work outside of normal working hours and to attend evening meetings</p>		<p>Application/Interview</p>