

**University of Derby Job Description**

# **Job Summary**

## **Job Title**

Building Maintenance Surveyor

## **College/Department**

Estates Department

## **Location**

Kedleston Road, Derby

## **Job Reference Number**

0524-24

## **Salary**

£37,756 to £40,920 per annum (for exceptional performers, there is scope for further progression up to £51,878 per annum).

## **Reports To**

Surveying Manager

## **Line Management Responsibility**

No

# **Job Description and Person Specification**

## **Role Summary**

This role will play a vital role in the design and management of small to medium minor works of values up to £500K, as well as ensuring all Fabric related Statutory compliance tasks are completed in the required time scale and the appropriate certification recorded against the corresponding Asset.

The role will require the use of Building Pathology as a holistic approach to studying and understanding buildings, and in particular building defects and associated remedial actions to enable and ensure buildings are statutory compliant and fit for purpose, including:

* Identifying, investigating, and determining the nature of the building defect.
* Recommending the best course of action.
* Design, supervision and monitoring of remedial works.

The post holder will contribute to and lead on the maintenance and asset management planning and implementation of planned preventative maintenance processes under the direction of the Surveying Manager to include but not constrained to asbestos, life safety systems and accessibility.

The role will also include supervision of building fabric and building services maintenance/repairs individually or in conjunction with other Estates and wider University staff to resolve problems as they arise. This will include responsibility for the day-to-day supervision of works carried out by external contractors, ensuring all Health and Safety and University requirements, policies and procedures are adhered to.

## **Principal Accountabilities**

1. Plan and undertake internal and external building surveys and maintenance tasks to ensure fit for purpose standards of condition and compliance are achieved and maintained.
2. Undertake surveys either individually or with other Estates staff to ensure accurate digital estate asset information is always available.
3. Act as Client’s Representative to deliver and assist on various major and minor refurbishment projects including residential, tutorial and office buildings, managing contractors and consultants. Ensure all works undertaken comply with rules for management of contractors and that onsite Health & Safety protocols are followed appropriately.
4. Manage the tendering of various building works including the preparation of drawings using AutoCAD LT and production of specifications to be included in contract/tender documents.
5. Support on the Universities Computer Aided Facility Management System (Invida) to maintain its Asset Register and Property Planned Maintenance, which helps ensure statutory compliance. Also, to use the Computer Aided Facilities Management system (CAFM) to help project and report on long term repair/replace, lifecycle costs and inform budgeting.
6. Liaise and co-ordinate with the wider University in respect of proposed building works and work flexibly to best support navigating works alongside on-going Department activities.
7. Take financial responsibility for allocated building projects and process orders/invoices.
8. Archive and record information supporting Health & Safety and Operation and Maintenance Manual (O&M) files to support on-going facilities management.
9. Adhere to current health and safety legislation and best practice in accordance with the University’s Health and Safety policy statement.
10. Ensure own safety and the safety of others who may be affected by your own actions. Employees must follow instructions and always liaise with their line manager to enable the University to meet its legal responsibilities. Employees must stop work if the nature of the situation involves risk of serious injury to any person and must report any hazardous situation or defective equipment to their line manager without delay.
11. Carry out any other duties and ad hoc duties in line with specific business needs as reasonably requested by your line manager.
12. Commit to and endorse the University Values and principles of equality, diversity & inclusion.

## **Person Specification**

### **Essential Criteria**

#### Qualifications

* Qualified to undergraduate degree level in Surveying or other Construction related subject, or equivalent professional experience
* Hold, or be willing to work towards, a relevant professional qualification (MRICS or MCIOB).

#### Experience

* Extensive experience in managing planned and reactive maintenance
* Extensive experience of undertaking and use of condition surveys, asset registers and life cycle cost plans.
* Experience of large-scale building work in a Building Surveying role.
* Proven experience in project management experience (contracts circa £500K).
* Experience in engaging external contractors and specialist consultants

#### Skills, knowledge & abilities

* Ability to manage maintenance and service contracts and contractors
* Proven record of delivering projects and maintenance across complex estates in a similar Surveying or Property/Project Management Role.
* Ability to work across multi-disciplinary property management teams.
* Good working knowledge of statutory regulations and how to ensure compliant buildings and estate.
* Familiarity with Joint Contracts Tribunal (JCT) suite of contracts, Building Regulations, Town and Country Planning General Regulations, Construction (Design and Management) Regulations and Health & Safety standards relevant to the role.
* Ability to work independently at pace and under pressure, exercising good initiative and judgement whilst also being comfortable working as part of a team on larger projects.
* Working knowledge of CAFM systems.
* Demonstrable experience and skills managing sensitive customer relationships in a complex high-pressure organisation and ensuring high level of customer care and satisfaction.

#### Business Requirements

* Willingness and flexibility to travel and work between University and external sites in a cost effective and timely manner.

### **Desirable Criteria**

#### Qualifications

* IOSH/ NEBOSH - Certificate in Health & Safety
* Asbestos - Duty to Manage or Awareness course
* Full driving licence

#### Experience

* Be experienced in working in and the management of a maintenance environment and public buildings. To include experience of working on listed heritage buildings to include engaging with the local conservation office.
* Demonstrable understanding of Health & Safety at Work regulations.
* Demonstrable experience of working with the Control of Asbestos Regulation 2012 and associated asbestos management.
* Practical experience of working with a CAFM system and a working knowledge of Asset management.
* Experience of working in the Higher Education sector

#### Skills, knowledge, and abilities

* Passion for and understanding of heritage properties.
* Ability to undertake condition surveys and work with specialist surveying software to facilitate maintenance planning and budget forecasting for the building fabric.
* Ability to project manage small to medium maintenance projects either individually or as part or leader of a team.
* Strong ability to communicate on multiple levels.
* Ability to use AutoCAD–LT

# **Benefits**

The University of Derby believes in providing choice to our people suited to their needs or life stages. Offering a number of salary sacrifice options, a generous holiday entitlement starting from 26 days plus bank holidays and 4 concessionary days and a host of family friendly policies, mean that splitting your time and finances can be easier. For those with prospective students in the household, we also offer tuition fee support to partners and children and, not forgetting you, we offer financial support for accredited learning.

Our competitive 'total reward' offering has something for everyone and looks to reward and recognise people in different ways.

Core to the package is a competitive pay structure and generous public-sector pension schemes. Our pay structure allows for stepped progression in role and is reviewed against the market and, where applicable, awarding national pay awards annually. Further financial support is offered through our generous pension contributions in support of your retirement fund with those within our Teachers’ Pension Scheme receiving an employer contribution of 28.6% of salary and those within the Local Government Pension Scheme at 23%.

Wellbeing at Derby features within our benefits options from our Employee Assistance programme through to our eyecare voucher scheme, not to mention the discounted membership for our on-site gym at our Kedleston Road campus. With our Inclusion and Wellbeing Networks, there really is support for everyone.

We also facilitate ‘Give as You Earn’ options to donate to your preferred charities straight from your pay which enhances the amount your charity receives for your donation.

At the University of Derby, we celebrate loyalty and achievements through our Staff Excellence Framework be it financially, or non-financially. We aim to foster a culture of boldness and brilliance in our people, and from a simple thank you through to a local awards ceremony, we recognise and celebrate notable achievements of our colleagues.

For more information on the benefits of working at the University of Derby go to the [Benefit pages of our website](https://www.derby.ac.uk/jobs/life-at-derby/rewards-and-benefits/).

# **Our People**

The University of Derby is committed to promoting equity, diversity and inclusion, regardless of age, disability, trans status, marriage and civil partnership, pregnancy and maternity, race, religion or belief (or none), sex and sexual orientation.

We are Disability Confident Employers, demonstrating our commitment to disability inclusion, and invite applicants to highlight adjustments they may require to ensure equitable participation in our recruitment processes.

Further, we are committed to ensuring an environment which is trans and non-binary-inclusive for all our staff, students, partners, and visitors, and continuously review our policies, guidance and training.

When applying to join the University, you can choose your preferred title, including the gender-neutral title 'Mx'. We also ask our candidates if they would like to share their preferred pronouns. This is voluntary but demonstrates our commitment to inclusivity for trans and non-binary candidates. Once employed, you can add pronouns and preferred names onto our system.

The University of Derby undertakes anonymised shortlisting during the staff recruitment process. This means that, when shortlisting, panel members will not be able to see an applicant’s name and will see an applicant number instead. This demonstrates the practical steps we are taking to remove barriers to recruitment by minimising the possible impact of our unconscious bias.

However you identify, we actively celebrate the knowledge, experience and talents each person brings. Our students come from a wide range of backgrounds; therefore we are particularly interested to hear from applicants who will help our leaders and teams be more reflective of our student population.

For more information on equity, diversity and inclusion at the University of Derby, please visit our [website](https://www.derby.ac.uk/about/equality-and-diversity/).