



## **Dobson-Grey Job Description**

### **Building Surveyor & Project Manager**

#### **Knowledge of Building Control and CDM Regulations essential**

The purpose of the post is to provide technical support directly to Clients and Dobson-Grey Safety and Land Teams through your broad building surveying and project management skills. You will be a qualified individual to degree level with relevant professional accreditations in Building Surveying.

This is an opportunity to build and grow your own Department focused on building a bridge between Health and Safety and Development disciplines through your Building Surveying, Project Management and Construction experience to lead on a number of national high profile development projects with national and international clients.

You will be a fee earner with the duty to generate income and to also support business development with and for other members of the team.

Duties will include but are not limited to the following:

- Solid Project Management experience essential knowledge in Building Surveying, Building Control specialism and/or CDM.
- Experience of Condition Surveys and Dilapidation Advice. RICS Condition & Building Reports and experience in use of template for residential properties.
- Processing incoming Tender Documents including Specifications, Drawings, Method Statements, Health & Safety Plans and other related documents.
- Entering all documents within the Document Control System (DCS).
- Assist Consultants in the compilation and issue of Documents, enquiries and completion of reports.
- Creating all appropriate issue documents (hard copy and electronic Version for DCS).
- Setup and monitor dedicated accounts for Tender information and associated document control including distributing and filing of associated information.
- Maintaining Registers and Schedules for Consultants and Tenders.
- Be responsible for Document and Drawing Control.
- Ensure good relationships with clients ensuring that there is no shortfall in document delivery.
- Manage and compile documents and drawings in readiness for tender/client files. Upload submission documents to the relevant website portal.
- Respond to and organise meetings with potential, existing and new clients for new build and refurbishment opportunities where you will provide consultancy support from design through to project management.
- Submission and advice regarding Building control and Building Regulations applications.
- Project Management following receipt of planning permission of a mixture of property types including but not limited to residential, care, extra care, offices and industrial.
- Engagement of key professionals.
- Contract management - co-ordination of and understanding of JCT agreements as appropriate for various projects.
- Cost consultancy and value engineering (where appropriate).

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- Understanding of Listed Building applications and liaison with Conservation Officers in preparation of planning submissions and refurbishment of historic buildings.
- Supporting with building control input of design layouts for planning submissions or negotiation purposes.
- Co-ordinating and specifying products in relation to new build and refurbishment projects.
- Programme management ensuring careful and in time delivery of projects.
- Ensure all contacts new and existing are entered into the in house CRM system.
- Coordination where appropriate, of professionals and applications to Warranty providers such as NHBC and Premier Guarantee.
- A thorough understanding of CDM Regulations and Building Control.
- Use and maintenance of appropriate Personal Protective Equipment (PPE).
- Assist and help to deliver improved procedures and business performance.
- Updating and monitoring professional accreditations and supporting the future aspirations to become ISO accredited.
- Engage in any other reasonable activity as requested by the Management Team.
- From time to time, support Directors with attendance at Project Team meetings and site visits.

### **Key Skills and Experience**

- Be able to work collaboratively and effectively with a wide variety of consultants and service providers
- Have good building pathology and project management understanding
- Grow and support the recruitment of further building surveyors under your supervision
- FRICS/MRICS /RTPI - Essential that you have degree level 2:1 or first level
- Actively engaged in the construction sector in terms of forums, memberships
- Positive person - glass needs to be half full!
- Experience in either or both residential and healthcare sectors
- Good People Project Management Skills with demonstrable experience in delivery
- Good contact database with complimentary skill consultants e.g architects, engineers, contractors, local authority or local government stakeholders
- Self Starter ability to bring in own new instructions but self manage and progress workload without constant supervision.
- Ability to hit deadlines conscientiously and proactively.
- Proven fee track record
- Good IT knowledge and experience - Project Programming, google docs ideally but training will be provided.
- Ability to make online submissions and work with administrators to support online submissions.
- Good typing speed and attention to detail.

Process include a psychometric test and competency test

- **Qualifications** You will be MRICS qualified with relevant degree at 2:2 or above and an accredited member of a professional body such as the Royal Institution of Chartered Surveyors (RICS), the Chartered Institute of Building Engineers (CABE) or The Chartered Institute of Building (CIOB). You will have a relevant qualification/on the job experience relating to CDM.

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- **Initiative.** You will be setting up a new Department working alongside the Land and Development Team, Health and Safety and Property Team. You will work closely with principal Directors in expanding the holistic consultancy offer for development consultancy within Dobson-Grey.
- **Good attention for detail** specialising in Building Control and Building Regulations and CDM specifically in the Construction industry.
- **Programme Experience** Ensure the efficient and timely flow of information from Consultants through to Clients and ensure clear programming for Bid Teams.
- **Business Development** You will be invited to attend events and meetings which will provide business development opportunities for Dobson-Grey and you should provide examples of your commitment to this.
- **Can do!** You will be able to work collaboratively and efficiently with colleagues within your team. Demonstrate a “can do” attitude and flexible approach to work. You will be a dynamic individual who is prepared to attend meetings with national and international clients in meetings in principal cities in the UK.
- **Good IT skills** ideally G Suite packages (e.g gmail, slides, sheets, hangouts and docs) and/or Microsoft Package. CAD, Visualisations and BIM technical skills. With a view to keeping up to date with the latest packages for larger projects. Training can be provided where necessary.
- **Want to learn** - engage in opportunities presented to continually improve personal professional development.
- **Want to make a difference** Suggest and contribute to improved work practices and make a difference to our aspiration to grow the firm from strength to strength.

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