

JOB DESCRIPTION

JOB TITLE:	BUILDING SURVEYOR
STATUS:	Full Time
TEAM:	Scheme of Management and Building Surveyors Department
REPORTS TO:	Scheme of Management Administrator, Principal Building Surveyor and Director of Property

JOB FUNCTION:

To provide expert professional advice and assist the Managers in the application, determination and the administration of the Scheme of Management to fulfil its objective: to preserve the amenities of the Dulwich Estate for the common benefit.

To provide additional support to the Building Surveying Department.

HOURS:

9am–5pm, Monday to Friday, with one hour for lunch.

MAIN RESPONSIBILITIES:

As Managers of the Estate's Scheme of Management

To manage applications for consent for works to freehold properties to include:

- Liaise with the Scheme of Management Administrator and Assistants and input into queries as they arise.
- Review incoming applications, assessing acceptability against design guidelines, determine consultees and application fee.
- Liaise with consultees in order to respond to their general enquiries and ensure they understand the proposals.
- Liaise with applicants in order to explain and negotiate changes that may be necessary to submitted design.
- Inspect properties and make photographic records (affected third party properties to be inspected also as applicable).
- Produce reports with recommendations to the Managers.

- Attendance at monthly Committee meetings of the Managers. You will be required to present your report/recommendations and drawings to the Committee, assist with drafting, review and updating policy guidelines.
- Enforcement inspections and reporting, i.e. checking building works to ensure compliance with permitted scheme.

As Building Surveyor

- To assist with the preparation of five-year repair and maintenance plans for properties throughout the Estate.
- To assist with general Building Surveying duties, as directed by the Principal Building Surveyor.

QUALIFICATION, EXPERIENCE REQUIRED:

- A minimum of five years relevant experience of property design assessment, construction, and/or conservation.
- Good educational background, with excellent oral and written presentation skills.
- Computer literate.
- Excellent customer care skills.
- A related property design, construction or conservation qualification.
- Organised and self-motivated with an ability to work on own initiative.
- A good team member.
- A current driving licence.

OTHER INFORMATION:

The Surveyor must be mobile and provide their own transport.

The above description is not necessarily a finite one and does not prevent the Surveyor being requested to undertake work outside the job description from time to time.