

Chartered Building Surveyor – Job Description

Contract:	Permanent
Full Time / Part Time:	Full Time
Hours:	37.5 Hours Per Week Monday–Friday 9.00 – 5.30
Department:	Building Consultancy
Location:	LCP House, Pensnett Estate, Kingswinford, DY6 7NA.
Salary:	Negotiable

Purpose

To provide Building Surveying related services as part of an in-house surveying team, set within a larger company-wide Building Department covering Building Surveyors, Services Engineers and CAD technicians.

Key Responsibilities

Technical & Professional Expertise

- Taking instructions and assist asset management initiatives across the portfolio, including strip-outs, white boxing, alterations, tenant proposals, defect diagnosis and repair strategies.
- Provide clear, commercially aligned pre-acquisition advice, including procuring, analysing, and summarising building surveys for investment and due-diligence purposes.
- Prepare, coordinate and quality-check technical documentation including specifications, schedules of work, tender packages, contract documents and technical reports.
- Deliver robust defect analysis and produce accurate, cost-effective remedial specifications.

Projects, Procurement & Delivery

- Assist and deliver pre- and post-contract design, procurement and contract administration for refurbishment, conversion and new-build projects.
- Act as Employer's Agent / Client Representative on development and project monitoring instructions, ensuring programme, quality, cost and risk objectives are met.

- Manage and direct external consultants and contractors, ensuring performance, compliance and value for money.
- Manage the engagement and coordination of third-party specialists, including building control, planning and statutory consultees.
- Ensure consistent compliance with CDM Regulations, procurement governance and internal quality-assurance procedures.

Commercial & Dilapidations

- Prepare, manage and negotiate terminal and interim dilapidations claims, including strategic advice on Section 18, re-letting strategy and settlement tactics.
- Manage external dilapidations consultants where appropriate, maintaining control of strategy, outputs and deliverables.
- Provide sound advice to Asset Management colleagues, Property Managers and in-house Legal teams to support leasing, transactions and asset-level business plans.

Risk, Governance & Reporting

- Identify and manage project risks, ensuring timely escalation, mitigation and communication.
- Alongside senior team members, assist on the oversight of project reporting, trackers and documentation to support governance, KPIs and internal management information
- Ensure all projects are delivered in accordance with internal policies, statutory requirements and professional standards.

Business Support & Leadership

- Contribute to effective business communication, including written advice, management reporting, briefings and attendance at internal meetings.
- Support emergency response, business continuity and disaster recovery processes for relevant assets.
- Work independently with accountability for decisions while collaborating effectively within the team and wider business.
- Delivering work within agreed times, cost and quality parameter
- Managing multiple projects autonomously
- Work in a team but also independently.

Person Specification

Technical Competence

- A good technical grounding across the full range of Building Surveying disciplines.
- Experience delivering professional services and leading contract administration duties.
- A good understanding of compliance, CDM, building regulations, health & safety and statutory obligations.

- Experience preparing scopes, briefs and technical documentation from feasibility through to completion.

Commercial & Analytical Skills

- Confident in advising on budgets, cost plans and value for money for construction, repair and refurbishment projects.
- Sound problem-solving skills with the ability to assess options, challenge assumptions and make sound recommendations.
- Able to negotiate effectively with contractors, consultants, tenants and other stakeholders.

Project & Risk Management

- Manage multiple projects from inception to completion.
- Skilled in identifying, managing and mitigating project risks.
- Good organisational skills with the ability to plan, prioritise and deliver work under pressure.

Communication & Stakeholder Engagement

- Good written and verbal communication suited to technical and non-technical audiences.
- Able to produce clear, concise and commercially relevant reports and recommendations.
- Confident engaging with colleagues at all levels, external stakeholders and professional teams.

Leadership & Teamwork

- Supportive and collaborative team member, able to mentor junior staff where required.

Personal Attributes

- Pragmatic, adaptable and business-focused approach with strong personal accountability.
- Professional, proactive and solutions-driven mindset.

Qualifications / Training

- RICS Chartered Building Surveyor
- Knowledge of Databases (Horizon) a benefit.
- Conversant with MS style software and computer resources.
- Full UK driving licence.