



WEST OXFORDSHIRE
DISTRICT COUNCIL

Role Description and Employee Specification

Job Title:	Building Surveyor	Location:	Witney
Department:	Assets and Estates	Service:	Finance Services
Reports to:	Facilities (Property) Lead	Working Hours:	37
Salary:	£44,263 - £44,737 per annum	Peer Group:	PGI3
Business World Post Number:	New Post	Job Group:	Specialist Level 2
Contract Type:	Permanent	Direct Reports:	N/A

Overall purpose of the Post:	<p>The Building Surveyor is responsible for providing expert advice and technical support on all aspects of building design, construction, and maintenance. This includes conducting property surveys, managing building repairs and renovations, ensuring compliance with building regulations, and overseeing the condition and safety of buildings in the portfolio.</p> <p>The role requires a combination of technical knowledge, project management skills, and the ability to work closely with other teams, contractors, and stakeholders.</p>
Key Tasks and Responsibilities:	<ul style="list-style-type: none"> • To lead and be responsible for the surveying and inspection of all buildings within each Council's property portfolio and the implementation of a pre-planned maintenance programme in conjunction with both the Asset Manager and Facilities Lead, Estates Officers and relevant consultants as required. • To formulate and have responsibility for assigned elements of the Team's maintenance budget and monitoring of expenditure. To have day to day operational responsibility for the building structural and fabric elements while reporting to the Asset Manager and Facilities lead as required. To deputise for the Facilities Lead in their absence as required • To carry out and assist with procurement of consultants, contractors, works and services • To work closely with the Estates Team to ensure each Council's Investment Portfolio is maintained, necessary condition reports and programme of works identified and work carried out in line with lease requirements and each Council's responsibilities. • To manage and undertake the carrying out of property landlord and boundary inspections as and when required in conjunction with the Estates Team • Working closely with the Estates Team to establish and maintain schedules for routine inspections of all buildings within each Council's property portfolios and to produce subsequent costed condition reports

	<ul style="list-style-type: none"> • To manage and deliver further revenue, capital programme and insurance requirements for improvement and refurbishment schemes relating to the structure and fabric of each Council’s public buildings. • To ensure all building and grounds responsive maintenance obligations are carried out, so as to minimise the impact of any disruptions to the Councils services and public and commercial organisations with an interest in the Council’s buildings. • To support and provide advice with reactive and planned maintenance and service work • To adhere to and seek advice from Public’s Health and Safety Officers when required with all Health & Safety requirements • To maintain an awareness of current legislation and evolving technology relating to the main purpose of the post and implement required changes <p>The responsibilities outlined are not intended to totally encompass or define all tasks that may be required of the post-holder. The post-holder will be required to undertake duties commensurate to the grade of this position.</p>		
Essential Requirements – Knowledge, Qualifications, Skills, Abilities and Experience:	<ul style="list-style-type: none"> • Educated to degree, HND level or equivalent in an appropriate discipline • Proven post qualification experience or equivalent • Knowledge of Building Surveying and Facilities Management • Experience of procurement processes and contracts such as JCT • Experience of working with IT systems • Experience of managing and supervising consultants/ contractors/ developers • Excellent communications skills, both oral and written with colleagues, residents, service providers, contractors, consultant and other stakeholders. • Ability to prioritise and meet tight deadlines • Driving licence as the job holder will be required to carry out extensive site visits across a diverse portfolio • To have a flexible working approach to both duties and hours of work. 		
Desirable Requirements Qualifications, Skills and Abilities:	<ul style="list-style-type: none"> • Membership of or working towards membership of a relevant professional body such as RICS / CIOB • Experience of working within Local Authority • Health and Safety qualification • Qualifications or experience in Mechanical and Electrical installations 		
General Accountabilities:	<ul style="list-style-type: none"> • The post holder is responsible for maintaining a safe work environment and ensuring as far as reasonably practicable that safe working practices are adopted by employees within this work environment. • Work in compliance with the Codes of Conduct, Regulations and policies of the council. • To support the response to a major incident, including taking up a designated role within the emergency management framework. • To support the Chief Executive/Returning Officer in administering election responsibilities 		
Special Conditions:	<ul style="list-style-type: none"> • You will be expected to work reasonable additional hours in line with the needs of the service. • There may be a requirement to work at other locations to meet the needs of the business. • Full UK Driving Licence. • Ability to travel / access to a vehicle for work purposes. 		
Date Reviewed:	March 2025	Reviewed By:	Madhu Richards – Director of Finance
Checked by HRBP	Kathryn Dowell	Date of Issue:	March 2025