

St George's, University of London

Estates and Facilities

Estates Building Surveyor

Ref: 860-23

JOB DESCRIPTION

| | |
|------------------------|--|
| Post Title | Estates Building Surveyor |
| Grade | SGUL 7 |
| Contract type | Permanent |
| Responsible to | Assistant Director of Estates |
| Accountable to | Director of Estates and Facilities |
| Responsible for | N/A |
| Liaises with | Stakeholders, Academic Staff, FM Partner Companies, Trust Colleagues |

Overall Purpose of Job

The purpose of the Estates Building Surveyor is to enable the University to run and manage its estates and capital projects work in the most efficient and effective way.

As the building surveyor, it is crucial to ensure that buildings are safe therefore you will carry out internal and structural inspections, including electrical and plumbing works, to determine if a building meets the set safety standards.

Main Duties and Responsibilities

The post holder is responsible for:

- Ensure capital projects and campus buildings conform to the required standards for energy and sustainability.
- Assist Estates and Facilities in relation to Business Continuity, Disaster Recovery and Emergency Planning activities. Be available for out of hours attendance.
- Prepare briefs, liaising with clients and stakeholders and any other service providers for small projects.
- Utilize the University's financial systems to place orders and process payments in accordance with university policies and procedures.
- Liaise with other Estates and Facilities to ensure that costs are being appropriately charged, with regards to works, space and utilities charges.
- Develop relationships and collaborate with St George's NHS Trust and suppliers providing services to St George's, University of London.
- Support other members of the Estates Team, including the provision of "cover" during times of holiday and sickness absence.
- Undertake ad-hoc support as directed by Assistant Director of Estates
- Manage and appoint contractors and consultants in accordance with St George's, University of London policies and procedures.
- Undertake quality inspections and audits of both the "Hard Services Maintenance Contract" and Capital Projects.
- Manage relationships with any external advisors ensuring that the University receives effective advice and services e.g., property services, solicitors, agents etc.
- To provide advice on Estate's policy, technical information and Estates matters on professional and technical matters in relation to the management of the estate
- Responsible for monitoring and maintaining the University's property database.
- Have full understanding of Health & Safety Legislation and the constraints when formulating technical project plans and proposals
- Be part of the Estates & Facilities Emergency Response Team in the event of emergency events

Teamwork

- Work collaboratively with colleagues and students across the University and with external organizations, where appropriate, to achieve the requirements of the role, in line with the University's Strategic Plan
- To proactively support the other teams within the Estates and Facilities Department
- Working with colleagues, lead the development of a coherent team and structure, encouraging cross functional and cross directorate working.

Personal Development / Performance

- Demonstrate a commitment to continuing Personal/Professional Development
- Capability to observe and define priorities and timescales in the achievement of strategic and operational objectives, and to act on those observations in a timely and cost-efficient manner
- Adhere to the University's Environmental Policy and Procedures and seek to promote Environmental Sustainability within area of responsibility.

Equality, Diversity, Health and Safety and Strategy

- A strong commitment to the principles and practice of Equality and Diversity
- Thorough understanding and application of the Dignity at work and study policy
- Take reasonable care of the Health and Safety of yourself and that of any other person who may be affected by your acts or omissions a work.

It is expected that staff working at St George's, University of London will be involved in our mentoring and tutoring activities, as appropriate, as well as supporting admissions, student recruitment and access and widening participation activities (MMI interviews, Open Days, school visits, clearing etc.) where applicable. All academic staff are expected to act as a personal tutor.



You are also expected to undertake other activities appropriate to your grade as directed by your manager. This job description reflects the present requirements of the post. As duties and responsibilities change, the job description will be reviewed and amended in consultation with the post holder from time to time. St George's, University of London aims to provide opportunities for all its employees to develop the skills required to be successful in their role and to further develop their careers.

St George's, University of London, is committed to the San Francisco Declaration on Research Assessment (DORA) principles

Special Factors

- **This role requires an on-campus presence Monday to Friday excluding public holidays to support the Estates & Facilities Department Emergency Response Team responding to emergency events such as fire alarm activations, flooding, and loss of utilities therefore “Flexible Working” does not apply to this role.**



PERSON SPECIFICATION

| Criteria | Description | Essential/ Desirable | How it is to be tested |
|-----------------------|--|-------------------------|------------------------------|
| Qualifications | Master's degree or equivalent demonstrable experience. | D | PQ/AF |
| | Educated to degree level in a surveying, construction, civil engineering, building engineering /relevant discipline and /or equivalent experience. | E | PQ/AF |
| | Property Management qualification, Associate Member of the Royal Institution of Chartered Surveyors ARICS or equivalent experience. | E | PQ/AF |
| | Chartered Member of the Royal Institution of Chartered Surveyors MRICS | D | PQ/AF |
| Experience | Project management and delivery experience. | D | CV, AF, INT |
| | Quantity Surveying experience in property, capital works and refurbishment works. | E | CV, AF, INT |
| | Experience in managing project budgets and capital works planning. | E | CV, AF, INT |

| | | | |
|--------------------------|---|---|-------------|
| | Capital Projects Approval process and budgeting. | D | CV, AF, INT |
| | Experience of contract negotiation | E | CV, AF, INT |
| | Updating contractual risk management plans and reporting. | E | CV, AF, INT |
| | Experience of contract management in the public, private, or third sector. | E | CV, AF, INT |
| | Experience of presenting information to meetings and committees. | D | CV, AF, INT |
| | Extensive experience of working with multi-professionals and senior colleagues and attending high level meetings. | E | CV, AF, INT |
| Knowledge/ Skills | Understanding of Health and Safety issues and good working knowledge of risk assessments and operational risk management. | E | INT |
| | Technical knowledge in project management. | E | INT |
| | Knowledge of VFM/ value engineering, risk management in construction. | E | INT |
| | Use of CAD systems. | D | INT |
| | IT literate with good knowledge of MS Windows and Office | E | INT |

| | | | |
|----------------------------|---|---|-------------|
| | Excellent customer service skills. | E | INT |
| | Excellent communication and interpersonal skills. | E | INT |
| | Knowledge of a Medical School / University / Higher Education environment. | D | INT |
| | Ability to produce high quality written work (e.g., reports and information for committees). | E | CV, AF, INT |
| | Good financial literacy, including the ability to manage revenues and costs, and understand financial business cases. | E | CV, AF, INT |
| | IT skills (including use of databases and manipulation of spreadsheets) Web design/content skills. | E | CV, AF, INT |
| Personal Attributes | Strong customer service ethic. | E | INT |
| | Hard working and reliable with a friendly, courteous, and helpful disposition | E | INT |
| | Disciplined with high standards and expectations. | E | INT |
| | Patient and diplomatic, with the ability to communicate with staff and students at all levels. | E | INT |

| | | | |
|--|--|---|-----|
| | Articulate, with the ability to clearly express and present opinions when required. | E | INT |
| | Self-motivated, with the ability to exercise initiative and work without constant supervision. | E | INT |
| | Honest and discrete. | E | INT |
| | Enthusiastic. | E | INT |
| | Flexible. | E | INT |
| | Proactive and efficient. | E | INT |
| | Committed to Continuing Professional Development (CPD). | E | INT |

Key:

PQ=Prerequisite Qualification, AF=Application Form, CV=Curriculum Vitae,

SS=Selection/Supporting Statements, ST=Selection Test/Presentation, INT=Interview

Information about the University

About Us

Welcome to St George's, University of London, the UK's only university dedicated to medical and health sciences education, training, and research. Our distinctiveness is based on our exclusive focus on health sciences and medicine, and we strive to bring an innovative and collaborative approach to all we do. We have more than 250 years of excellence and innovation in research and education resulting in ground-breaking advances in medicine and healthcare. Our alumni include Edward Jenner, John Hunter, Muriel Powell, and Patrick Steptoe.

Our three research institutes, Molecular and Clinical Sciences, Infection and Immunity and Population Health, focus on biomedical and scientific discovery, advancing the prevention and treatment of disease in the fields of population health, heart disease and infection - three of the greatest challenges to global health in the 21st century.

Our Institute of Medical and Biomedical Education is the focus of St George's, University of London's undergraduate and postgraduate medical and biomedical programmes. It includes academic staff from diverse disciplinary backgrounds and identities who are engaged in teaching and research, and several specialist educational and operational professional services and technical staff who support education and the student experience.

Values define what makes St George's, University of London a distinctive community, guiding our behaviours and shaping our culture. In all our interactions, we believe in acting with integrity. We have four core values:

- Commitment - Working effectively and with dedication to perform to the highest standards. Being responsible and accountable for our choices and decisions.
- Openness - Listening, treating each other fairly and honestly. Learning from experience and reflecting on our choices and decisions.
- Respect - Shaping an inclusive environment in which diversity is valued. Communicating openly and transparently.
- Engagement - Participating in life at St George's, University of London and, through education and research, empowering our people to contribute to, influence



and improve society and communities. Influencing effectively across the sectors in which we operate.

The diversity of the people within our community at St George's, University of London is one of our strengths. The university benefits hugely from the range of perspectives that come from the different backgrounds, opinions and beliefs of our staff and students and, in recognising that, we want to put our approach to diversity and inclusion firmly at our core.

More information about St George's, University of London can be found at www.sgul.ac.uk.

St George's, University of London currently offers a range of employee benefits:

Salary: The salary range for Grade 7 is £45,585 - £54,395 + £3,456 London Allowance per annum (pro-rated for part-time staff), but appointment is usually made at the minimum point.

Hours: 35 hours per week which can be done flexibly in various ways or part time/job share can also be considered. Staff are expected to work the hours necessary to meet the requirements of the role and this will be dependent on the service area.

Annual leave: 32 days per annum. Plus, eight UK public holidays and three days when St George's, University of London is closed (usually between Christmas and New Year). Part time staff receive a pro rata entitlement.

Pension: Membership of competitive pension schemes with generous employer contribution and a range of extra benefits.

[Superannuation Arrangements of the University of London \(SAUL\)](#)



[Universities Superannuation Scheme \(USS\)](#)

[National Health Services Pension Scheme \(NHSPS\)](#)
[\(existing members only\)](#)

Flexible working Flexible working, including part-time or reduced hours of work, opportunities to work from home for many posts, compressed hours, and local flexibility in agreeing start and finish times of work.

Travel St George's, University of London offers an interest free season ticket loan and participates in the [Cycle to Work Scheme](#).

Gift Aid If you would like to make a tax-free donation to a charity of your choice, this can be arranged through our Payroll.

Sports and Leisure Facilities Rob Lowe Sports Centre, situated on the St George's Healthcare NHS Trust site offers exercise facilities that can be utilised by St George's, University of London staff.

Within walking distance from the University is Tooting Leisure Centre. Facilities include a swimming pool, gym, and various exercise classes. The Centre offers SGUL staff an all-inclusive corporate membership. For more information, please contact [Tooting Leisure Centre](#).

Shops and facilities There are several shops and facilities situated on site including ATMs, student bar and shop, Pret a Manger, M&S Simply Food store, library, and multi-faith room.

Informal enquiries

Informal enquiries may be made via email to: rbutler@sgul.ac.uk



Making an application

All applicants are encouraged to apply online at <http://jobs.sgul.ac.uk> as our system is user friendly and the online application form is simple to complete. Please note that CVs only will not be accepted.

For any accessibility issues please contact hrhelp@sgul.ac.uk

Closing date: 30 October 2023

Interview date will be W/C 15 November 2023. As shortlisted candidates will be notified by email; it is imperative that you provide an email address that is accessed frequently.

Please quote reference: 860-23

We are delighted that you are interested in working at St George's, University of London. You will be notified of the outcome of your application by email. We aim to respond to all candidates within 5 weeks of the closing date of the vacancy.

