

Leathermarket **JMB**

Job Title **Senior Surveyor**

Salary L11 £47,568 to £50,559 (Based on April 2020 figures)

Purpose of Job

The Senior Surveyor is responsible for the management of external repairs and complex repairs.

Main Accountabilities.

1. The quality of service provided by external contractors
2. Responsible for the management of consultants commissioned to provide technical support for the management of external contractors
3. Diagnosing and resolving complex repairs (including legal disrepair cases)
4. Line management for Repairs Supervisor, which has responsibility for health and safety compliance (fire, gas safety and asbestos management)& generating management information
5. Budget holder for work commissioned from external contractors
6. Working closely with the Property Services Manager, by identifying repairs trends and providing technical advice on major works
7. Lead responsibility for the JMB's asset register

Job Context

Reporting to the Property Services Manager, the postholder is responsible for budgetary control, procurement and management of all responsive repair/ consultancy contracts. The postholder will deal directly with more complex responsive repairs and, importantly inform the major works programme in terms of priorities, repair history and design solutions. S/he will be the 'go to' person in relation to all responsive repair issues making sure the relationship between the RSOs/DLO and the Property Services Manager's Repairs team function effectively.

Date:-November 2020

RESIDENTS ARE THE REASON WE ARE HERE

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Person Specification

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Unless stated Desirable (D) all criteria are essential. *(Criteria noted under experience and knowledge will be assessed at shortlisting stage and may be discussed further in any interview)*

Experience

1. Experience of diagnosing complex repairs
2. Experience of managing repairs contracts

Knowledge

1. Relevant qualification (range from HNC to RICS) (D) or 5 years' experience
2. Understanding of safety requirements, especially in relation to fire, gas and asbestos
3. Understanding of how to use performance information to assess the quality of service provided by contractors

Skills and Abilities

1. Able to communicate effectively with a wide range of people orally and in writing.
2. Able to effectively plan and organise a wide and challenging workload.
3. Ability to influence the working of staff not under your direct management
4. Able to write complex technical reports and set out procedures.
5. Able to analyse processes and performance data
6. Numeracy, budget management skills and application to achieve value for money
7. Able to manage and motivate staff
8. Take responsibility for continuing self-development and keeping abreast of pertinent developments in the field.

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