

BUILDING SURVEYOR

JOB SPECIFICATION

Reporting to: Estates Director

Purpose of Position: To develop and deliver a wide range of building projects on the Estate and manage our in-house maintenance service

Summary

The Estate is seeking to recruit a full-time Building Surveyor to join our management team. You will have significant and demonstrable experience in undertaking the delivery of complex projects and in leading an in-house maintenance team. This is a key role in a busy office located at Mulgrave Castle, near Whitby and would appeal to someone who thrives on working in an evolving, friendly atmosphere.

The Post and Responsibilities

The successful candidate will be methodical and well organised, adaptable, out-going, discreet, reliable and able to deal in a friendly professional manner with the Owners, Management Board, Estate staff, professional advisors, Estate tenants, contractors and the public. A creative thinker and positive can-do attitude is essential.

You will be responsible for the delivery of the repair and maintenance of a mixed range of residential, agricultural and commercial properties, including Mulgrave Castle and other key heritage assets. You will have a detailed working knowledge of building regulations and planning requirements. You will supervise and lead the in-house team, who manage all day-to-day works, emergencies and much of the annual maintenance programme.

The position will involve project management, design, supervision of contract administration of variably sized refurbishment and alteration projects with values ranging from £25k to £1m. In view of the varied content of much of the work involved, experience working on a rural Estate would be helpful but is not essential. The individual will be a supportive team player, who is engaging, affable, naturally outgoing and thrives in working with others but equally alone. Good communication is essential. A full and clean driving licence is required. The role will suit an enthusiastic surveyor who wishes to develop their career in a client-side organisation.

The position has significant responsibilities for overseeing planned maintenance across the Estate and a small group of London properties. You will be expected to advise on technical matters, deal with general estate issues relating to such planned and reactive maintenance and deliver cost effective solutions.

Candidates will be expected to be MRICS or MCIQB and able to work on your own initiative. Good financial management and administration is required.

You will need to fully understand Health & Safety legislation and take the lead in managing this across the Estate, including CDM. You will also be responsible for ensuring the Estate is compliant with all matters affecting statutory regulation, asbestos management, fire and emergency procedures, fire salvage planning and insurance. You will comply with the Estate's data protection policy and follow the procedures and guidelines in place.

Essential Criteria

- MRICS or MCIQB membership
- IT Literate
- Good Communication Skills
- Experience of working with Listed Buildings & important heritage assets
- Experience of JCT Contracts
- Auto CAD
- Experience of managing staff

The Package

Hours: Full Time – 37.5 hours per week, 8.30am to 5pm daily, 1 hour for lunch.
Salary: Dependent upon qualifications & experience.
Benefits: Pension Scheme, Death in Service and other benefits after 6-month probationary period.
Annual Leave: 33 days per annum, inclusive of 8 public and religious holidays.

Note:

- The role is based at Mulgrave Castle, nr Whitby, but will include occasional visits to London.
- Changes in the business may occasionally require alterations in this job specification, and these will be agreed with the post holder as appropriate.
- Whilst full time hours are 37.5 per week, you will need to work the hours required to properly fulfil the job role.
- The Estate is fully committed to continued training and development, including managing staff.
- Appropriate housing on the Estate may be available for the right candidate as part of the employment package.

Applications in writing with CV and details of current remuneration to:

Robert Childerhouse, Estates Director.

Estate Office, Mulgrave Castle, Whitby YO21 3RJ.

Closing Date: Friday 2 September 2022 at 12 noon.

Provisional Interview Date: Tuesday 20 September

RC 04/08/22