



National  
Trust

# Assistant Building Surveyor

## Grade 7

CONSULTANCY

This role is a two year training and development role expected to lead to full professional recognition as a Building Surveyor with either RICS or CIOB. You will provide support for Building Surveyors which covers all aspects of Building Surveying including project and planned maintenance delivery and will include supervision of appropriate works.

### What you will deliver

#### **It's about professional Building Surveying:**

You will assist with all aspects of building surveying work including areas such as the coordination of building condition surveys, preparation of specifications and drawings, and planned and reactive maintenance.

#### **It's about providing a Consultancy service**

in building conservation, maintenance and repair. You will respond to requests for information, advice and hands-on support to meet the needs of your profession and clients, including our Tenants. You will also analyse and disseminate external sources of information applicable to the Trust's building operation and undertake relevant research when necessary.

#### **It's about promoting building standards:**

You will actively participate in regional and national CPD events, following an agreed programme towards professional qualification.

#### **It's about risk management & protection:**

You will develop knowledge of managing risk and compliance. You will ensure that delegated cyclical compliance tasks are completed in a timely manner, and that any problems or difficulties achieving this are discussed at the earliest opportunity with your Consultancy Manager.

**It's about good team work:** You will actively participate in regional building and property meetings when requested, sharing knowledge and lessons learned from your experiences, including with other Assistants from all disciplines.

**It's about maintenance management:** You will assist with the management of maintenance and repairs within a property portfolio, organising reactive repairs and planned maintenance under direction of the Building Surveyor, Building Supervisor or Building Services Manager.

**It's about planning & budgets:** You will understand the process for the planning of cyclical works, improvements and projects, helping provide a professional building service to ensure high standards of building conservation, maintenance and repair.

### Our values and behaviours

#### **Think Long Term**

We look after special places for people for ever. We're dynamic, far-sighted and ready to lead for the long term. We behave in a sustainable way, reducing our impact on the environment and spending wisely to make sure we have the financial security to look after special places for ever. We keep things simple and are imaginative about finding better ways to do things.

**Love Places** We love special places. We all value special places and the role they have in people's lives. We understand and keep their spirit alive, conserving our natural and cultural heritage for generations to enjoy. We celebrate the distinctiveness of our places, keeping them honest and authentic, not uniform, fake or unloved. We are all ambassadors for the Trust, promoting the importance of special places and the experiences they offer.

#### **Inspire People**

We inspire people to love special places. We're warm, welcoming and actively part of the communities around us. We encourage and listen to other people's views, needs and suggestions and we exceed people's expectations with our positive 'can-do' attitude. We thrive by involving people in what we do, inspiring them to share our passion for special places.

#### **Share our Common Purpose**

We work together to look after special places for ever, for everyone. We trust and empower each other to make the right decisions, working collaboratively and at pace. We build effective relationships, learning from each other and promoting simplicity, fairness, innovation and learning. As we work towards achieving our common purpose we're clear on what we're accountable for, making decisions within agreed frameworks.

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## Scale & scope of the role

**Reports to:** Senior Building Surveyor

Will also have support from a supervisor/mentor in line with the Trust's Building Surveyor development framework.

**Line management:** None

**Budget responsibility:** None

**Area of impact:** Will maintain professional standards on portfolios of national/ international heritage interest and/ or new build visitor services as well as the Let Estate.

**Nature of impact:** Developmental structured role. Technical direction provided by Senior Building Surveyor mentor.

Raises awareness of the building profession by promoting the expertise and highlighting the contribution it makes to Trust-wide objectives, to enable managers and other disciplines to take full advantage of the advice / service available.

**Internal Contacts:** General Managers, Property staff, Consultancy specialists and other building colleagues.

**External Contacts:** Liaison with local authorities, local professional groups, contractors, tenants.

## Knowledge, skills & experience needed

**Accredited degree/ qualification in Building Surveying or Building Conservation, or ONC/ HNC in Building/ level 4 NVQ in Site Management or similar.** Working towards relevant professional qualification e.g. Chartered Surveyor MRICS, MCIOB. Heritage Accreditation / Certification at entry level.

Desire to develop a knowledge of building conservation, maintenance and repair.

Able to demonstrate expertise in data handling and the production of technical information.

Desire to develop a knowledge of relevant legislative requirements relating to role.

A methodical approach to data collection, recording, retrieval and working accurately to deadlines.

Good communication, interpersonal, team and influencing skills.

Strong customer-service focus.

Full Driving Licence