

Job Title	Senior Building Surveyor
Division/Location	Hamson Barron Smith
Reporting to	Associate Director
Weekly Hours	37 hours per week
Grade/Salary	DP / Up to £55,000 per annum, DOE

Job Description	
The Role:	
The Senior Building Surveyor will be responsible for managing the surveying process.	
Main Responsibilities:	
<ul style="list-style-type: none"> • Managing the surveying process through data collection, inputting and reporting encompassing: <ul style="list-style-type: none"> ○ Condition ○ Asbestos ○ Access Audits ○ Fire Risk Assessments ○ Other professional and technical work • Maintaining and integrating Norse Consulting databases and client's databases with all survey data, ensuring consistency of references and project details. • Undertaking line manager support when required. • Contributing to updating and issuing of policy documents following changes in legislation in consultation with the relevant Director. • Undertaking project management of selected works which may include design specifications and contract administration. • Delivering high quality survey products for company clients. • Issuing appropriate reports and policy documents. • Identifying new business opportunities and fee earning at 90%, contributing to the achievement of business plan objectives and targets. 	
Other Duties	
The duties listed are not exhaustive and may be varied therefore the post holder will be expected to undertake other duties as appropriate to the role and as requested by his/her line manager, including:	
<ul style="list-style-type: none"> • Carrying out duties appropriate to the grade of the post, including frequent travel to other offices as required. • Promoting continuous improvement and delivering demonstrable high-quality products and services which embrace quality standards. • Demonstrating personal commitment to the Norse Way CSR Strategy. 	

Approval/Review Date			
Approved by Operations Director:		Date	
		:	
Approved by HR Director:		Date	
		:	

Person Specification			
Category	Requirement	Essential or Desirable	Assessment Method Application Form (AF) Interview (I) Test(T)
Qualifications/ Knowledge/ Training	Professional membership of the Royal Institute of Chartered Surveyors or equivalent and be working or prepared to work towards chartered status	Essential	
	Bachelor's Degree or equivalent in a Building Surveying related discipline	Essential	
	Holds a current site card or is prepared to immediately attain	Essential	
	Knowledge of the Building Regulations and other construction and building surveying related legislation	Essential	
	Familiar with current construction, health and safety legislation and risks and hazards associated with asbestos	Essential	
	Recognised DDA qualification and/or be prepared to achieve NRAC registration	Desirable	
Experience	Extensive experience in a similar related role	Essential	
Skills/Abilities	Proficient in the use of Microsoft Office Suite	Essential	
Other Requirements			

General
<p>Job descriptions are accurate at the time of compilation but are open to change and therefore will be subject to regular review.</p> <p>It is the individual's responsibility to take reasonable care for the Health, Safety and Welfare of themselves and others in accordance with the Health & Safety at Work Act (1974) and associated Company policy and procedures.</p>

Approval/Review Date			
Approved by Operations Director:		Date :	
Approved by HR Director:		Date :	

The individual is required at all times to comply with the provisions of the Data Protection Act 2018 (DPA) and the General Data Protection Regulation (GDPR) and with any policy introduced by the Company to comply with the Acts.

We are committed to employment practices and behaviours which encourage diversity, promote equality of treatment and eliminate unlawful and or unfair discrimination.

Our Values

You will be expected to promote and adhere to the workplace values of our organisation:

Quality – We strive to deliver outstanding quality and make business excellence the standard by which we measure ourselves.

Innovation – We embrace new ideas and have the courage to be creative so our services are delivered in the most effective and safe way possible.

Respect – We value everyone as an individual. We respect their rights, life choices and the personal contribution they make to our business success.

Trust – We want to be a trusted provider, partner and employer, recognising that to do so, our word must be our bond. If we say we will do something, we do it

Approval/Review Date			
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Approved by HR Director:		Date :	