

**Job Description**

<b>Job title</b>	Divisional Surveyor	<b>Job family</b>	
<b>Reporting to</b>	Director of Estates	<b>Job code</b>	
<b>Location</b>	Remote	<b>Evaluation Date</b>	March 2022

**Job Purpose**

Responsible for Design, Management and Delivery of the capital works programme; Management and Supervision of growth, refurbishment and development projects; Monitoring and setting the divisional capital budgets for each year, and input into other budgets as necessary. Compliance with safety and quality checks; Providing surveying and property management support to the CEO, Managing Directors & Operational staff for the division.

**Responsibilities**

Management

- To effectively and diligently provide an overall Property and Surveying resource for an allocated division.
- Management of the divisional element of the cyclic investment budget to best effect each year, and ensuring each subsequent year's budget is accurately set and agreed with the Estates Director.
- To assist with the project management of divisional refurbishment, development and re-provision projects as required.
- To prioritise and programme the budgeted projects in accordance with operational need and in accordance with operational objectives and timings delivering an efficient and cost effective service, having regard to needs for safe and appropriate environments.
- To scope requirements for projects to ensure upgrade of sites to meet the needs of service users and staff as well as current legislation and industry standards.
- To liaise with operational staff, appropriate consultants, Estates department staff and approved contractors to complete projects on time, within budget and to a good standard.
- To ensure projects are undertaken with appropriate regard to operational requests, health and safety, Construction Design and Management, Building Regulations and other certification requirements as appropriate from project to project.
- When required, liaise with the 3rd party reactive/planned maintenance helpdesk to ensure the efficient management and approval of reactive building works.

Administration

- Ensure all projects are run in accordance with the Estates Department Project policies.
- To manage business arrangements with external suppliers and or other agencies in order to achieve best value for money.
- To raise purchase plans, orders and manage receipt and approval of invoices in accordance with the Estates Department policies using the Group Procurement system.
- To ensure changes to facilities are notified to other members of the Estates Team as appropriate.

Personal and Professional development

- Participate in the Priory Appraisal Scheme.
- Maintain an up to date knowledge in own specialist area.

- Attend Estates training as required.
- Maintain an awareness of changing legislation.

#### Monitoring

- To use the Estates Budget Database to ensure accurate recording of budget spend, variations to budgeted items and to identify any variances.
- To report to the Estates Director on a monthly basis regarding the budget status (committed spend etc.)
- To keep survey information up to date for all sites in the allocated division.
- To report on the status of ongoing and upcoming projects with Operational Teams and communicate with the projects team as appropriate.
- Monitor performance of contractors and ensure any issues are reported to the Estates Director.

Overnight Stays Yes (as required)

Non-Standard Hours No (only in exceptional circumstances)

Overtime No (only in exceptional circumstances)

### Knowledge / Education / Skills

- Preferable Membership of recognised body / Trade qualification or experience within the industry (RICS or equivalent)
- Project Management qualification or significant experience, as well as demonstrable project management skills
- Good understanding of facilities maintenance, contract management.
- Good understanding of the Control of Contractors
- Construction/Trade Industry Health and Safety
- Statutory responsibilities within building management
- Experience within the Building/Facilities/ maintenance industry (healthcare setting preferable)
- Good interpersonal skills
- Ability to advise and negotiate with managers and present the case for improvements
- Ability to produce reports using software packages, in particular Microsoft Office
- Ability to deliver presentations (experience desirable)
- Effective written and verbal communication skills
- Ability to recognise the limits of their knowledge and experience and to research and seek further professional advice when necessary
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### Experience

- Preferable Membership of recognised body / Trade qualification or experience within the industry (RICS or equivalent)
- Project Management qualification or significant experience
- Experience within the Building/Facilities/ maintenance industry (healthcare setting preferable)

**Communication**

- Good communication skills
- Approachable person who exhibits determination and tenacity
- Pragmatic and proactive approach
- Enthusiastic and dedicated to the role
- Ability to liaise and influence at all levels of the organisation
- Team player with the ability to recognise when to approach other subject matter experts, and to facilitate this collaboration
- Willingness and aptitude to learn and take on new challenges and professional development
- Professional approach to role

**Working environment**

Fast-paced and dynamic organisation which prioritises positive and meaningful impact on the lives of its service users. The Divisional Surveyor will be working within the Central Estates team which promotes an agile and supportive work ethos.

**Safeguarding**

All Priory colleagues have a responsibility to safeguard the individuals we care for, whom may be adults and children, or individuals connected to the people Priory supports. Colleagues must ensure they are aware of the local child and adult safeguarding policies and procedures in their service, and who to contact within the Local Authority Safeguarding Team for further advice.

All colleagues are required to attend safeguarding training appropriate to their role, and to undertake additional training in associated areas.

**Upholding the Priory values**

This provides some guidance on the types of conduct to support the Priory values

Behaviour	Evidence
Putting People First	<ul style="list-style-type: none"> <li>• Strives to ensure every colleague is able to make a positive and lasting difference to Service Users and their families</li> <li>• Actively seeks to develop the potential of every service user and staff member</li> </ul>

Being Supportive	<ul style="list-style-type: none"> <li>• Celebrates success and supports colleagues through difficult times</li> <li>• Demonstrates loyalty to colleagues, manager and team</li> </ul>
Acting with Integrity	<ul style="list-style-type: none"> <li>• Is honest and respectful in all interactions with colleagues and customers</li> <li>• Demonstrates emotional control</li> <li>• Ensures accurate recording of any transactions and interactions on all company documentation</li> <li>• Challenges poor performance and behaviours</li> </ul>
Being Positive	<ul style="list-style-type: none"> <li>• Promotes the company in a positive way at all times</li> <li>• Strives for positive outcomes, especially when times are challenging</li> </ul>
Striving for Excellence	<ul style="list-style-type: none"> <li>• Always puts service quality first</li> <li>• Shares and encourages innovation</li> <li>• Keeps on top of new developments in the sector</li> </ul>