

Role profile



Job title:	Apprentice Building Surveyor
Grade:	Apprenticeship Grade (level 1 or 2)
Discipline:	Building Surveying and Maintenance

Role purpose:

The Apprentice Building Surveyor will undertake development activities and formal training with the aim of becoming a qualified Building Surveyor. They will be responsible for carrying out a range of functions under the direction and supervision of the relevant managers and surveyors.

Accountabilities:

- 1) Identify defects and attain skills and knowledge of appropriate remedial measures.
- 2) Draft specifications and prepare drawings in CAD format for schemes of repair and improvement.
- 3) Assist in the preparation of estimates, schedules of condition and dilapidations.
- 4) Assist in the carrying out of property inspection functions including:
 - The identification and categorisation of building defects and condition and the specification of reactive and planned remedial work.
 - Inspections and reports on the condition of asbestos.
 - Inspect and report on compliance in respect of Disability Discrimination Act under the Equality Act 2010.
 - Carry out fire risk assessments.
 - Carry out measured surveys, land surveys, and level surveys.
- 5) Assist drafting orders, prepare estimates, specifications, supervise contractors and check and approve accounts, obtaining statutory approvals where needed.
- 6) Assist preparing specifications, drawings and carry out risk assessments for repair, refurbishment and new build schemes, tender documents, and supervise work to completion including agreeing interim and final accounts.
- 7) Exercise control on day-to-day expenditure and day works in contracts.
- 8) Prepare schedules of dilapidations, improvement schemes, drawings and

specifications, structural surveys and insurance reinstatements schemes.

- 9) Respond to correspondences, present information for answering complaints from members of the public, tenants, councillors and MP's.
- 10) Assist planning and managing projects, and play a positive part in promoting and maintain partnerships.
- 11) Input data on to both paper and hand held computer.
- 12) Consult with clients on identified needs and the implementation of repair projects.
- 13) Assist with promoting energy efficiency and assist with providing advice/support for the development of energy efficient practices.
- 14) Fee earning as set by line manager and contribute to the achievement of business plan objectives and targets.
- 15) Carry out duties appropriate to the grade of the post, including occasional travel to other offices/sites as required.
- 16) Promote continuous improvement and deliver demonstrable high quality products and services, which embrace quality standards.
- 17) Demonstrate personal commitment to the Norse Way CSR strategy.

Qualifications:

- 1) 5 GCSE's or equivalent Grade A-C including Maths and English – Essential
- 2) A level's or HNC/HND or equivalent in a related discipline – desirable (essential for degree apprenticeship)
- 3) Holds a current site card or is prepared to immediately attain – Essential

Skills and knowledge:

- 1) Good numeracy and analytical skills – Essential
- 2) Proficient in the use of Microsoft Office Suite – Desirable
- 3) Experience or work experience in a similar related role – Desirable

Competencies:


Improving for excellence	Level 1	Commercial focus	Level 1
Drive for results	Level 1	Customer focus	Level 1
Effective decision making	Level 1	Managing positive relationships	Level 1

General:

Role Profiles are a reflection of the character and work priorities at a given point in time and it will be subject to regular review.

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.

The individual is required at all times to comply with the provisions of the Data Protection Act 1998 and with any policy introduced by the Company to comply with the Act.

Creation date: 06 June 2017	
-----------------------------	---

This role profile has been reviewed and validated by the Reward and Engagement Manager– Human Resources.

Last modified: 04 April 2019