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**JOB DESCRIPTION**

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| Post title: | Residential Estates Surveyor |
| Academic Unit/Service: | Professional Services - COO |
| Faculty: | Residences |
| Career Pathway: | Management, Specialist and Administrative (MSA) | Level: | 5 |
| \*ERE category: | n/a |
| Posts responsible to: | Assistant Director of Residential Services (Estates) |
| Posts directly responsible for: |  |
| Post base: | Office-based/Non Office-based (see job hazard analysis) |

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| Job purpose |
| As a member of the Residences Senior Management team, to work with other team members in delivering the Residences Strategy and Business Plan with specific responsibility for the development of, planning and delivery of long term maintenance and refurbishment programmes.  |

| Key accountabilities/primary responsibilities | % Time |
| --- | --- |
|  | Long Term Maintenance and RefurbishmentTo be responsible for developing and the implementation of the various long term maintenance and refurbishment programmes including:* Systemic identification of all long term maintenance, redecoration and refurbishment needs within the residential estate
* Preparation of costed and prioritised schedules of proposed long term maintenance, redecoration and refurbishment projects (building and building services items)
* Timely and effective delivery of all approved long term maintenance and refurbishment projects (see project management below)
* Respond effectively to incoming reactive maintenance issues arising
* Effective financial management of long term maintenance and refurbishment funding
* Engage with all relevant internal and external stakeholders throughout the projects
* To seek advice from and liaise with relevant expert and technical staff to ensure implementation of improvements on environmental sustainability in all residential estate, Sport and EYC services.
 | 25% |
|  | Project Management* Effective management of all maintenance and refurbishment projects within residential estate with due regard to:
* Timeliness
* Health & Safety
* CDM, Planning and Building Regulations
* Environmental protection and carbon reduction
* Budget
* Quality
* Supervision of project manager and/or appointed design consultants
* Appointment of external consultants and contractors
* Budget control and financial management of projects
* Project record keeping and reporting in accordance with prescribed departmental systems
 | 25% |
|  | Financial ManagementAccountablefor the effective budget management of the maintenance and refurbishment programme across the residential estate. | 15% |
|  | Surveying and Reporting To utilise condition survey and other data to produce reports and write business cases for additional funding to support the development of the Residential Estate. To support the Residential and University vision to achieve net carbon zero 2030 by building in sustainable methods of building into refurbishment programmes. To support the Residential Estate Master planning by providing expertise to help shape strategic decision that will create the best student experience through new build and development. | 10% |
|  | Stakeholder Management* Provide hall occupiers and Residences staff with a sense of confidence and reassurance in relation to maintenance/refurbishment
* Undertake or arrange stakeholder input during the initial feasibility work in relation to proposed refurbishment or LTM projects
* Work closely with staff responsible for both hard and soft FM across the residences estate
 | 10% |
|  | Line Management* Manage and support staff within the team
* Be responsible for development and performance of the team through the delivery of clear business plans and staff objectives. Maintain through annual review process plus regular positive engagement.
* Ensure the post holder’s section has suitable cover in place during periods of leave or planned prolonged absence by team members
* Proactively undertake appropriate forward resource planning in relation to anticipated workload and action accordingly
 | 10% |
|  | OtherAny other duties as might reasonably fall within the needs of the post to ensure the successful delivery of maintenance and refurbishment across the residences estate | 5% |
| Internal and external relationships |
| * Key clients include:
* Building occupiers within the post holder’s designated buildings
* Residences Management Group and Board
* Key stakeholders include:
* Residences Operational Management Group and Board
* Health, Safety and Risk Directorate
* University Health and Safety Construction Manager
* Building reactive maintenance team
* Estates & Facilities Mechanical & Electrical (M&E) maintenance operations group
* Environment & Sustainability Manager
* Insurance Office
* Exams, Graduation and Open Day planning teams
* Catering, Conferences and Hospitality teams
* Capital Projects Team
* Space planning team
* Domestics and Campus Services Teams
* Car parking team
* Landscape Services team
* Key suppliers will include:
* Consultants and contractors
* In-house M&E engineering services team (design engineers)
* IT department - iSolutions
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| Special Requirements |
| * Current driving licence and ability to travel between sites
* Sufficient physical fitness to enter plant rooms and services voids
* Undertake sufficient Continual Professional Development as required by the code of conduct of the individual’s professional body so as to maintain membership of that professional body
* Participate in out-of-hours duty manager call-out rota (on-call approximately 2 weeks per year)
* Demonstrate Southampton University behaviours
* Some work outside of usual working hours will be required during peak periods, i.e. intake and outtake weekends and to support project requirements. This is expected to be no more than once every two months.
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**PERSON SPECIFICATION**

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| Criteria | Essential | Desirable | How to be assessed |
| Qualifications | Skill level equivalent to achievement of a professional qualification or postgraduate degreeAppropriate construction related professional qualification e.g. Chartered Surveyor, Charted Builder or ArchitectFull professional membership of one of the following professional bodies* Royal Institution of Chartered Surveyors
* Chartered Institute of Building
* Royal Institute of British Architects
* Institute of Structural Engineers
* British Institute of Facilities Managers
 | Health and Safety QualificationProject Management Qualification | ApplicationFormApplication Form Application Form |
| Knowledge and Experience | Experience of managing construction and refurbishment projects in occupied premisesExperience of ‘turnkey’ projects including move management and post construction contract client fit-outsExperience of briefing, appointing and managing external consultants and contractorsExperience of allocating and managing resources across a series of projects to deliver it as a single combined programmeExperience of managing staff | . | Application Form / interviewApplication Form / interviewInterviewApplication Form / interviewInterview |
| Planning and Organising | Ability to plan and schedule work to hit deadlines, achieve optimum use of resources, obtain best value for the University of Southampton whilst minimising risk and disturbance to staff, students and visitorsAble to constantly reappraise and balance a full and diverse workload | Knowledge of formal project management systems  | InterviewInterview |
| Problem Solving and Initiative | Able to identify and apply problem solving skills to design, construction, scheduling and logistics issuesAble to think laterally and use initiative to develop alternatives when standard solutions will not workAble to identify and manage risk |  | InterviewInterviewInterview |
| Management and Teamwork | Equally able to lead a project working directly with contractors as with using a full design teamAble to work as part of a team; seeking advice and sharing input with others as necessaryExperience in target setting and managing the delivery of service standardsAble to manage own time effectivelyAble to manage workload through effective resourcesAble to deliver work effectively through others – be they consultants, contractors, staff or colleagues |  | InterviewInterviewInterviewInterviewInterviewInterview |
| Communicating and Influencing | Excellent levels of written and verbal communication with colleagues of varying positions and abilitiesThe ability to form strong and lasting relationships with clients, suppliers and stakeholders both internal and external to the University of Southampton |  | InterviewInterview |
| Other Skills and Behaviours | To have genuine drive to ensure the University has a well maintained, quality and appropriate halls estate, using all resources at their disposal.To be equally content managing a £5,000 project working directly with a contractor as deliver a £1m+ project using a team of consultantsIT literate in use of email, standard Microsoft Office applications and MS Project | Skills/experience in the use of the following computer applications:* AutoCAD
* Project collaboration

CAFM software | InterviewInterviewInterview |
| Special requirements | Current driving licence and ability to travel between sitesSufficient physical fitness to enter plant rooms and services voids |  | InterviewInterview |

**JOB HAZARD ANALYSIS**

**Is this an office-based post?**

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| [ ]  Yes | If this post is an office-based job with routine office hazards (eg: use of VDU), no further information needs to be supplied. Do not complete the section below. |
| [x]  No | If this post is not office-based or has some hazards other than routine office (eg: more than use of VDU) please complete the analysis below.Hiring managers are asked to complete this section as accurately as possible to ensure the safety of the post-holder. |

## - HR will send a full PEHQ to all applicants for this position. Please note, if full health clearance is required for a role, this will apply to all individuals, including existing members of staff.

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| **ENVIRONMENTAL EXPOSURES** | **Occasionally** (<30% of time) | **Frequently**(30-60% of time) | **Constantly**(> 60% of time) |
| Outside work  | Y |  |  |
| Extremes of temperature (eg: fridge/ furnace) | N/A |  |  |
| ## Potential for exposure to body fluids | N/A |  |  |
| ## Noise (greater than 80 dba - 8 hrs twa) | N/A |  |  |
| ## Exposure to hazardous substances (eg: solvents, liquids, dust, fumes, biohazards). Specify below: | N/A |  |  |
| Frequent hand washing | N/A |  |  |
| Ionising radiation  | N/A |  |  |
| **EQUIPMENT/TOOLS/MACHINES USED** |
| ## Food handling  | N/A |  |  |
| ## Driving university vehicles(eg: car/van/LGV/PCV)  | Y |  |  |
| ## Use of latex gloves (prohibited unless specific clinical necessity) | N/A |  |  |
| ## Vibrating tools (eg: strimmers, hammer drill, lawnmowers)  | N/A |  |  |
| **PHYSICAL ABILITIES** |
| Load manual handling | N/A |  |  |
| Repetitive crouching/kneeling/stooping | Y |  |  |
| Repetitive pulling/pushing | N/A |  |  |
| Repetitive lifting | N/A |  |  |
| Standing for prolonged periods | N/A |  |  |
| Repetitive climbing (ie: steps, stools, ladders, stairs) | Y |  |  |
| Fine motor grips (eg: pipetting) | N/A |  |  |
| Gross motor grips | N/A |  |  |
| Repetitive reaching below shoulder height | N/A |  |  |
| Repetitive reaching at shoulder height | N/A |  |  |
| Repetitive reaching above shoulder height | N/A |  |  |
| **PSYCHOSOCIAL ISSUES** |
| Face to face contact with public | Y |  |  |
| Lone working | Y |  |  |
| ## Shift work/night work/on call duties  | N/A |  |  |