



## United Synagogue Job Description Property Department

<b>JOB TITLE:</b>	Building Surveyor
<b>LOCATION:</b>	US Central Office, 305 Ballards Lane, N12 8GB, North Finchley
<b>WORKING HOURS:</b>	Part-time, part-time hours will be negotiated
<b>SALARY:</b>	£45,000 pro rata, per annum - depending on experience
<b>BENEFITS:</b>	20 days holiday, pro rata, plus 8 Bank Holidays & Jewish festivals when they fall on a normal working day Employee Assistance Programme Ride-to-Work Scheme Auto-Enrolled Pension

### **JOB PURPOSE:**

To be responsible for the delivery of building surveying services in relation to the functions of the Property Team and management of a range of building assets including Project Management of a variety of building projects.

### **DUTIES AND RESPONSIBILITIES**

#### Main Duties

1. To advise of options in relation to repairs, improvements, refurbishment and adaptations of both Synagogues, residential dwellings and other US assets. To include advice in relation to disabled adaptations, lease and rental agreement dilapidations and any other associated services. Also, to include advice on assistance that may be available via other organisations such as Central Government, energy providers and heritage funding.
2. To carry out the full range of building surveying tasks associated with the identification, specification and implementation of building and associated works to a range of properties including synagogues, offices, cemeteries and residential. To also act as Project Manager in managing projects from inception to completion.

3. To produce specifications and tender packs and procure contractors to undertake building and associated works in line with procedures and approved methods. Make recommendations on contract and project management methods.
4. To act as Contract Administrator for designated building projects, including issuing of site instructions and authorisation of payment certificates.
5. To liaise with statutory, professional and other bodies to ensure that all legal requirements in relation to building works are met. For example, Town and Country Planning, Building Control, CDM Co-ordinators, Principle Designer and utility companies.
6. Where appropriate, to commission specialist reports in relation to proposed works, for example, structural engineers or asbestos removal. To evaluate reports provided by specialists, acting upon advice and ensuring the service user or other client is properly informed.
7. To liaise with engineering and external suppliers and manufacturers of specialist equipment for people with disabilities. To ensure that any installation meets the needs of the service user.
8. To liaise with other professionals involved in building projects or prospective building projects in order to advise on technical matters and to undertake joint working as required. Especially in relation to managing insurance claims and concluding these works.
9. To undertake a range of other technical tasks commensurate with the post. For example, to undertake feasibility studies, to undertake structural and conditions surveys of both housing and non housing buildings, to advise on repair and maintenance issues and to assess properties to ensure safe use.
10. To maintain accurate records of projects, where appropriate using computerised data management and recording systems, including computer aided design.
11. to carry out measured surveys and produce CAD drawings as required for planning applications, minor building works and other concept designs.
12. To provide written and verbal reports on areas in relation to the postholder's responsibility. To deal with written correspondence, complaints and enquiries.
13. To deputise for the Property Director as required, to provide cover for colleagues in their absence and to provide technical advice and support to ley leaders, non-technical staff and others as required in relation to the US property stock. To work within a small team.
14. To participate in the development of procedures, identifying areas for potential improvement and making recommendations as appropriate.
15. To keep up to date on developments in relation to building works, products and services, legislation, regulations and other matters relevant to the postholder's area of responsibility and wider issues generally.

16. To undertake any other work appropriate to the general nature of the duties of a Building surveyor and project manager.

17. To carry out all duties with due regard to the provisions of health and safety regulations and legislation, data protection legislation, the equal opportunities and customer care policies, Safeguarding and other US policies and procedures.

## **PERSON SPECIFICATION**

**The person appointed to this post should be able to demonstrate the following:**

### **Essential to the role:**

- Appropriate relevant degree/formal training and substantial experience as a building surveyor
- Good CAD skills and ability to produce drawings for planning applications, concept designs, etc.
- Ability to carry out measured surveys
- Full driving license and access to a car
- Client-side experience
- Knowledge of making insurance claims and completing associated works

### **Desirable to the role:**

- To have acted as a project manager
- Know the Halacha in relation to building design/construction

## **GENERIC DUTIES**

- Committed to the aims of The United Synagogue and act as an ambassador for the organisation
- Comply with The United Synagogue's policy and procedures and code of expectations
- Bring to the attention of senior staff any health and safety requirements, which become obvious. In the event of any immediate danger, to take the appropriate action to reduce risk to physical danger to employees, members, contractors, volunteers, children, parents, visitors, or staff
- Work collaboratively with other colleagues across the organisation to ensure the United Synagogue can achieve its vision, mission, and strategy
- Undertake appropriate training as requested by your line manager in conjunction with the Human Resources Department and be committed to own continuous professional development
- Carry out any other reasonable duties as requested by the Chief Executive or other designated senior staff/undertaking such other duties that occasionally fall within the purpose of the post
- Maintaining high levels of discretion and confidentiality at all times
- This job description and person specification is not prescriptive; it merely outlines the key tasks and responsibilities of the post, and the key tasks and responsibilities are subject to change, any changes will be made in consultation with the post holder
- This Job Description is subject to alteration in response to the changes in legislation or The United Synagogue's operational procedures
- **Due of the nature of the work for which you are applying, this post is exempt from the provisions of Section 4(2) of the Rehabilitation Act, 1974, by virtue of the Rehabilitation of Offenders Act, 1974, (Exceptions) Order 1975**
- **Accordingly, a valid and current enhanced Disclosure and Barring Service (DBS) certificate (formerly CRB) that is satisfactory to the United Synagogue will be required; please ensure that you complete the United Synagogue Application Form Part 2 appropriately**