



## Role Profile

Senior Building Surveyor

*Inclusive Economy and Sustainability Directorate*

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| <b>Role Profile:</b><br>Senior Building Surveyor          | <b>Role Profile Number:</b><br>SBC_12474                |
| <b>Directorate:</b><br>Inclusive Economy & Sustainability | <b>Reporting to:</b><br>Service Manager or Service Lead |
| <b>Grade:</b><br>CFL 10                                   | <b>Date Prepared:</b><br>September 2026                 |

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| <p><b>Our Values</b></p> <p>Our <a href="#">Values</a> shape how we work for the people of Swindon. They guide how we make decisions, how we deliver services and how we work with our communities and partners.</p> <p>Our Values are:</p> <p><b>We SEE</b> – people, not problems – and stay curious to understand their story.</p> <p><b>We HEAR</b> – each other and the people we serve</p> <p><b>We CARE</b> – about our colleagues, our residents and our community</p> <p><b>We ACT</b> – with integrity, accountability and purpose</p> <p><b>We LEARN</b> – from data, feedback and experience so we keep improving</p> <p>These five values describe the standards we hold ourselves to as a Council, and what residents and partners can expect from us.</p> <p><b>The Swindon Commitment</b></p> <p>The <a href="#">Swindon Commitment</a> shows how we bring our Values to life every day, in every role, across all that we do. It turns our Values into practical promises between the Council, our colleagues and the people we serve so we can work together to deliver the best possible services and support.</p> <p>Created with colleagues from across the organisation, the Swindon Commitment sets out a shared understanding of how we work, lead and behave. Rooted in our five core values, it reflects how we listen to, include and respond to residents, communities and each other.</p> <div> <div>  <p><b>We See</b></p> <p>people, not problems – and stay curious to understand their story.</p> </div> <div>  <p><b>We Hear</b></p> <p>each other and the people we serve.</p> </div> <div>  <p><b>We Care</b></p> <p>about our colleagues, residents and community.</p> </div> <div>  <p><b>We Act</b></p> <p>with integrity, accountability and purpose.</p> </div> <div>  <p><b>We Learn</b></p> <p>from data, feedback and experience to keep improving.</p> </div> </div> |
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**Purpose:**

To act as the subject matter expert in the inspection, repair, maintenance, and improvement of the Council's housing and corporate property portfolio, applying advanced professional expertise within the relevant discipline.

You will be accountable for leading the delivery of complex works, providing authoritative guidance, and ensuring that all activities align with statutory requirements, technical standards, and best practice.

The role involves undertaking comprehensive condition surveys, diagnosing complex building or engineering defects, preparing detailed technical specifications, and managing high-value or technically demanding contracts or work packages. You will be pragmatic, commercially aware, innovative, and adept at solving problems.

The post holder will demonstrate a thorough understanding of construction and engineering methodologies, building services, and relevant legislation; including health and safety regulations and contract law principles. Responsibilities include managing allocated contract budgets, monitoring contractor performance, and ensuring that all works are delivered to agreed quality, cost, and programme parameters. You will also provide expert advice to colleagues, stakeholders, and senior management, contributing to strategic decision-making and continuous service improvement.

**Key responsibilities and accountabilities:**

- Undertake and lead detailed, complex inspections and condition surveys of housing and corporate property assets and systems, applying advanced technical expertise to identify risks, defects, and compliance issues. Ensure all findings are documented to a professional standard, aligned with statutory requirements, technical guidance (e.g. Building Regulations, HHSRS, British Standards), and best practice.
- Represent the Council in formal proceedings, including housing disrepair and property-related litigation, by providing expert technical evidence, impartial testimony, and professionally prepared documentation to the judiciary. Ensure all outputs meet statutory obligations, align with relevant legislation (e.g. Landlord and Tenant Act 1985, Homes (Fitness for Human Habitation) Act 2018), and uphold professional codes of conduct. Engage effectively with customers to explain technical findings, manage expectations, and support resolution outcomes, while protecting the Council's legal position and reputation.
- Diagnose complex and high-risk defects across a diverse range of housing and corporate property types and systems, applying advanced technical expertise and professional judgement. Interpret findings in the context of statutory requirements, asset performance, and service priorities, and recommend remedial actions that balance safety, compliance, cost-effectiveness, and long-term

value. Influence internal stakeholders and contractors to ensure solutions are implemented effectively and aligned with strategic objectives.

- Lead the preparation and management of complex, high-value technical specifications, drawings, and tender documentation for housing and corporate property works. Ensure all outputs are fully compliant with statutory requirements, industry standards (including Building Regulations, British Standards, and CDM 2015), and Council governance frameworks. Influence internal stakeholders, external consultants, and the wider supply chain to ensure alignment with strategic objectives, contractual obligations, and service delivery standards. Administer contracts and ensure delivery to agreed quality, cost, and time parameters.
- Monitor and strategically deliver contractor performance across housing and corporate property programmes, ensuring full compliance with bespoke contractual frameworks such as JCT and NEC. Lead the implementation of service level agreements (SLAs), key performance indicators (KPIs), and statutory obligations, driving continuous improvement and commercial value. Influence and coordinate internal stakeholders, external consultants, and the wider supply chain to ensure delivery aligns with technical specifications, governance standards, and strategic objectives. Apply relevant legislation including the Building Regulations 2010, Fire Safety Order 2005, Gas Safety Regulations, and Electrical Safety Standards.
- Fulfil statutory duties under CDM 2015 by acting as Client and Principal Designer, ensuring health and safety is embedded from project inception through to completion. As Client, establish robust arrangements for managing design and construction risks, appoint competent dutyholders, and provide comprehensive pre-construction information. As Principal Designer, lead design coordination, eliminate foreseeable risks, and ensure the Health and Safety File is prepared and maintained. Maintain oversight of compliance across all phases, influencing stakeholders and contractors to uphold legal obligations and best practice.
- Manage and deliver significant work packages and order values ranging from £20,000 to £5 million per annum across housing and corporate property programmes. Ensure financial control, value for money, and alignment with strategic asset plans. Monitor expenditure against capital and revenue allocations, influence procurement and delivery strategies, and contribute to long-term investment planning. Ensure financial governance, risk management, and reporting standards are upheld in line with Council policy and regulatory requirements.
- Utilise IT systems to manage contractor performance, conduct inspections, authorise payments, and sign off completed works across housing and corporate property portfolios. Ensure data integrity, compliance with financial controls, and alignment with contractual frameworks (e.g. JCT, NEC). Use system insights to monitor service delivery, identify risks, and influence operational and

strategic decision-making. Lead continuous improvement in digital workflows, ensuring systems support governance, transparency, and efficient service delivery.

- Provide authoritative technical advice to internal teams, tenants, senior management, and elected members on matters relating to compliance, risk, and asset performance across housing and corporate property portfolios. Represent the organisation in technical forums, regulatory inspections, and strategic partnerships, ensuring the Council's interests are professionally and credibly presented. Lead the mentoring of junior staff and drive technical development, innovation, and continuous service improvement, influencing policy, standards, and operational delivery at a strategic level.

#### **Supplementary Accountabilities**

- Provide technical guidance to elected members and senior stakeholders to support strategic decisions on infrastructure, building maintenance, and asset management, ensuring compliance with relevant legislation.
- Act as a lead technical officer on complex surveying or engineering matters, including building fabric assessments, mechanical systems, infrastructure planning, and maintenance strategies.
- Demonstrate commercial awareness by understanding how day-to-day surveying and engineering activities impact operational efficiency, lifecycle costs, and service delivery across the Council's property portfolio.
- Maintain and embed performance rigour by monitoring key service indicators related to building and mechanical maintenance, contracts, asset condition, and project delivery, ensuring targets are met or exceeded.
- Provide visible leadership within the technical team, fostering a motivational and collaborative environment that supports professional development and high performance.
- Respond to technical queries from internal and external stakeholders regarding building condition, mechanical systems, infrastructure capacity, and maintenance planning, including site-specific assessments and compliance reviews.
- Promote and uphold good records management practices, ensuring all technical documentation, maintenance records, plans, and reports are created, stored, and retrieved in accordance with Council policies and legislative requirements.

#### **Decision Making**

- Make expert technical decisions that directly influence the safety, compliance, and long-term performance of housing and corporate property assets.
- Determine appropriate remedial actions for complex and potentially life-critical defects in building fabric, structural elements, fire safety systems, mechanical and electrical installations, and communal infrastructure.
- Prioritise and escalate decisions where there is a risk to life, serious injury, or breach of statutory duty, ensuring urgent intervention and mitigation.

- Approve specifications, contract documentation, and financial commitments within delegated authority, ensuring alignment with legal, technical, and governance frameworks.
- Sign off completed works and authorise payments in accordance with contractual terms and financial controls.
- Influence strategic investment decisions and procurement approaches through technical insight, risk evaluation, and lifecycle cost analysis.
- Resolve escalated contractor performance issues, enforce contractual remedies, and ensure service continuity across complex, multi-site operations.

### **Creativity and Innovation**

- Lead the identification and implementation of technical improvements to enhance service delivery, compliance, and asset performance.
- Promote innovation in the use of materials, methods, and digital tools to support modernisation and efficiency across housing and corporate property functions.
- Drive continuous improvement by analysing performance data, identifying trends, and recommending changes to policy, standards, or operational practices.
- Contribute to strategic service development initiatives, ensuring technical solutions align with organisational objectives and regulatory frameworks.

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|-----------------------------------|------------------------|
| Number and types of jobs managed: | N/A                    |
| Budget Holder:                    | Yes                    |
| Budget Value:                     | 5 Million              |
| Asset Responsibility:             | Council owned property |

### **PERSON SPECIFICATION**

| <b>Qualifications:</b>                                                                                                             | <b>Essential or Desirable</b> |
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| <ul style="list-style-type: none"> <li>• Educated to degree level or equivalent, with relevant postgraduate experience.</li> </ul> | E                             |
| <ul style="list-style-type: none"> <li>• Post-graduate MA or Diploma in Building Surveying</li> </ul>                              | D                             |
| <ul style="list-style-type: none"> <li>• Membership (or eligibility for membership) of RICS &amp; MCIQB</li> </ul>                 | D                             |

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| <ul style="list-style-type: none"> <li>Health and Safety qualification such as IOSH Managing Safely or NEBOSH Certificate, or equivalent.</li> </ul>                                                                      | D |
| <b>Knowledge and Experience:</b>                                                                                                                                                                                          |   |
| <ul style="list-style-type: none"> <li>Experience of delivering complex projects and solutions in relation to specialist discipline.</li> </ul>                                                                           | E |
| <ul style="list-style-type: none"> <li>A thorough knowledge of UK building regulations, policy and guidance with experience of applying this practically and progressively to deliver.</li> </ul>                         | E |
| <ul style="list-style-type: none"> <li>Experience of leading on complex bespoke contracts, including advanced JCT/NEC forms.</li> </ul>                                                                                   | E |
| <ul style="list-style-type: none"> <li>Experience of managing projects and leading on contract and programme delivery, aligned to standard forms of building contracts and project management principles.</li> </ul>      | E |
| <ul style="list-style-type: none"> <li>Experience of driving continuous improvement by analysing performance data, identifying trends, and recommending changes to policy, standards, or operational practices</li> </ul> | E |
| <b>Aptitudes, Skills and Competencies:</b>                                                                                                                                                                                |   |
| <ul style="list-style-type: none"> <li>Ability to contribute to strategic service development initiatives, ensuring technical solutions align with organisational objectives and regulatory frameworks</li> </ul>         | E |

#### Other Key Features of the role

It should be noted that the duties and tasks associate with this post may change from time to time without altering their general character or the level of responsibility entailed. The above duties and activities associated with this job are neither exclusive nor exhaustive and the job holder may be called upon to carry out other such appropriate duties as may be required within the grading level of the job.

