

Job Description – Principal Surveyor

Reports To	Head of Property Services
Organisation	The Roman Catholic Diocese of Clifton
Date	July 2023

Purpose of Job

To provide support to the Bishop, Trustees, Parishes, other Curia departments and Schools within the Diocese of Clifton.

This is a varied role but is primarily to assist the Head of Property Services in the working and operation of the Property Services Department, ensuring that buildings and land within the Diocesan property portfolio are well maintained, managed and in good order.

The role works closely with other members of the Property Services Department including the Property Support Surveyor and the Diocesan Health & Safety Coordinator.

Though specifically related to parish and curial properties, there may also be some involvement with diocesan school sites (land and buildings).

Key Accountabilities

Inspection, surveying and works

Inspection and survey (including quinquennial surveys) of property and premises, recording findings and advising the Head of Property Services (and Trustees and other Heads of Departments, as appropriate) of findings and required actions.

Investigation of building related problems and issues including the provision of advice upon testing and more detailed investigative works.

Provide advice, assistance and specification of suitable forms of building repair, maintenance, refurbishment and other building related works suitable to the age and, if appropriate, the listed status of the property.

Budget cost planning of building refurbishment/repair related works.

Negotiation, letting, supervision and monitoring of contracts and works and acting as diocesan representative in the management of project work when required.

Oversight of costs for ongoing and completed works ensuring good value has been attained.

Advisors and contractors

Advise parishes on the selection and appointment of contractors and professional advisors which typically include architects, building surveyors and structural engineers and ensuring that all appointments are robust and made in the name of the Diocese.

Vetting and review of advisors and contractors to provide a pool of competent organisations that may be drawn upon, from time to time.

Compliance

Assist the Diocesan Health and Safety Coordinator in all aspects of Health and Safety and particularly in specifying and implementing alterations or other arrangements resulting from the Diocesan commitment towards improving Health and Safety on and within its property.

Advise and undertake duties in respect of compliance with:

- Statutory requirements (including : Planning permission, Historic Churches Committee Faculties, Listed Building Consent, Licensing requirements, Building Regulation requirements, accessible environments and the management of asbestos)
- Diocesan policy and requirements.
- Insurer's requirements.

Insurance (in addition to above)

Advise on possible ways of achieving an overall reduction of insurance claims. Assist in making insurance claims and the management of those claims including discussions and negotiation with loss adjusters.

Liaison with insurers (and/or loss adjusters) with regards to building works associated with insurance claims and/or compliance with insurer's requirements.

Facilities Management

Provide facilities management advice and undertake duties as may be required.

Acquisitions and Disposals

Assist with acquisition or disposal of property as required.

Property and Land Management

Ensure that all Diocesan property is managed in accordance with Diocesan policy and requirements.

Assist with the management of property lettings, rentals/reviews and service charges.

Deal with boundary and other property issues including party wall matters.

Reports and Records

Preparation and presentation of reports for Trustees, Parishes and other Heads of Departments as required.

Maintenance of records and continual improvement of record keeping with the use of new technologies.

Strategy

Support the management of property assets and undertaking works in accordance with the Diocesan Property Strategy and other relevant strategies and policies as adopted by the Diocesan Trustees.

Assisting with the review and future development of Diocesan Property Strategy and other relevant strategies and policies.

Knowledge, Skills and Experience

Essential

Experience of:

- Working within property profession/industry in either the corporate, charitable or consultancy sectors.
- Working on a variety of building related projects in a responsible capacity.
- Developing specifications, managing works and managing budgets.

Understanding and knowledge of:

- Health and safety requirements including CDM, and the Control of Asbestos
- Current building regulations and their practical implications

The ability to:

- Investigate and form conclusions to resolve building related problems.
- Identify and specify repairs appropriate to the age and style of buildings.
- Work within Diocesan policy guidelines and requirements.
- Provide consultancy advice and allow others to take matters forward.
- Work with enthusiasm on small projects.
- Work within a team and to develop effective working relationships but also to work alone and on own initiative.
- Handle a variety of projects at the same time, to prioritise workload to meet deadlines.

- Liaise effectively and positively with other property professionals and the regulatory and statutory authorities.
- Know own limitations and when to defer to others.

Possess good:

- Time management skills.
- Interpersonal skills with the ability to communicate effectively with people at all levels and from a variety of backgrounds and experience.
- Report writing and presentation skills.
- Negotiating skills.
- ICT skills and seek ways to improve efficiency and delivery of work, training and presentations by increasing the use of available technology.

Desirable

Experience of:

- Working for an organisation with multiple sites.
- Various building types and the historic environment.
- Building pathology.

Understanding of:

- Property management issues including leases and licences.
- Party Wall Legislation and requirements
- Other regulatory and legislative requirements that touch upon and/or affect the ownership and occupation of buildings.
- The various types of building construction that may be found across the Diocese.
- The historic built environment and the restrictions that may be placed upon buildings as a result.
- Knowledge of CAD.

Key Contacts

Internal

- Senior clergy including the Bishop and Vicars General
- Diocesan Trustees

<ul style="list-style-type: none"> • Parish Priests • Parish Administrators • Members of Parish Committees & Parish volunteers • Line Manager, Chief Operating Officer and other Diocesan Staff • Headteachers and other school staff
<p>External</p> <ul style="list-style-type: none"> • Diocesan insurers and brokers • Insurers' loss adjusters • Regulatory and statutory bodies (e.g. Local and national government and associated agencies) • Diocesan property and legal consultants and advisors. • Suppliers and contractors • Advisors and consultants acting on behalf of other parties • Neighbouring property owners • Tenants

Qualifications
<p>Essential</p> <ul style="list-style-type: none"> • Technical membership of a property related body such as the RICS or the CIOB <u>or</u> a proven track record in a similar role.
<p>Desirable</p> <ul style="list-style-type: none"> • Educated to graduate level in property/building surveying related discipline • Membership of RICS or CIOB
<p>Desirable</p> <ul style="list-style-type: none"> • Experience of working within the charitable or similar sectors.