

Qualified/ Senior Building Surveyor

Building Consultancy - Luton

To work within the Building Surveying department, advising external clients, senior colleagues and, when appropriate, the Partners in relation to all building surveying matters.

Advise, seek out and deliver building surveying instructions for Kirkby Diamond, and your own professional network.

Provide assistance to other departments as and when the need arises.

Location

Primary Location - Luton office of Technicon House, 905 Capability Green, Luton, LU1 3LU

Luton would be your primary place of work however, you will be expected to travel to our other offices as the need arises.

The role will include traveling to properties throughout the central region and North London. However, when the need arises you will be expected to inspect properties throughout the country to service existing Kirkby Diamond clients.

Sector

Building Surveying.

Reports to Partner or Head of Department as applicable.

Main purpose of job

To provide Building Surveying advice, seek out new opportunities and support the other departments within Kirkby Diamond.

When / where appropriate undertake building surveying instructions for existing Kirkby Diamond clients and with wider support to increase your professional network to generate your own work stream.

Provide assistance to other departments as and when the need arises.

Qualifications and/ or experience needed

Be a Member of the Royal Institution of Chartered Surveyors and a Member of the Building Surveying faculty.

Specific Responsibilities and Activities

- ✓ Be an AssocRICS or MRICS qualified.
- ✓ Commercial Building Surveying experience is not essential although is preferable. Kirkby Diamond's Building Surveyors attend a variety of property types and therefore we would encourage anyone with an AssocRICS or MRICS qualification who has residential experience to also apply.
- ✓ To represent the practice as a building surveyor and always promote its best interests.
- ✓ To develop and maintain a strong client base specifically in building surveying matters, but also generally.
- ✓ To support the development of junior colleagues within the firm.
- ✓ To provide assistance to others within the Building Surveying department when need arises.
- ✓ To take instructions and guidance from all qualified members of the Building Surveying team, senior colleagues or the Partners when applicable.
- ✓ Provide assistance to other departments as and when the need arises.
- ✓ To comply with the RICS membership regulations in so far as they apply to you in the capacity of a building surveyor.
- ✓ To diligently handle all instructions and to maintain comprehensive records for all work undertaken.
- ✓ To arrange and encourage CPD activities to meet the RICS requirement

- ✔ To carry out / assist with the carrying out of day to day duties including:
 - a) To undertake measured surveys and production of drawings
 - b) To prepare specifications and tender documentation
 - c) To prepare and submit applications for consent to Local Authority planning and building control departments, fire officers, licensing justices, freeholders etc. as applicable
 - d) Condition surveys
 - e) Schedules of dilapidations
 - f) Party Wall Awards
 - g) Building surveys
 - h) Project Management / Co-ordination
 - i) Contract administration
 - j) Residential homebuyers reports and building surveys
 - k) To monitor the market place in respect of information technology / systems / software which may be of benefit to the practice and to advise accordingly

- ✔ To undertake where appropriate and attend networking events in relation to your area of practice.

- ✔ To arrange and attend Continuous Professional Development (CPD) in accordance with the RICS requirements.

- ✔ To submit expenses on a monthly basis.

General Responsibilities and Activities

Undertaking work as directed in a diligent and responsible manner.

Building Surveyors are responsible both individually as well as collectively in developing and sustaining workload through regular departmental marketing activities.

Contact inside and outside The Practice

Contact inside The Practice

Partners, Associates, Senior Surveyors and Support Staff on a day to day basis – contact face to face, by telephone, email or by writing.

Contact outside The Practice

To contact clients regularly either face to face, by telephone, email or letter.

Building contractors etc. and their staff, architects and surveyors – regularly to make contact either face to face, email, telephone or in writing by letter.

Solicitors – Occasionally face to face, by telephone, email or in writing by letter.

Local Authority Officers – to regularly meet face to face, by telephone, email or in writing by letter.

Other Points

This is a challenging position requiring the person to be diligent with the tasks they are required to undertake.

The successful candidate will be expected to conduct themselves at all times in accordance with the RICS professional and ethical standards.