



Surveyor

Job Description

Grade:	PO 6-9
Department:	Estates
Line Manager:	Head of Estates
Scope:	<p>This role is responsible for delivering high-quality estates services in alignment with the Estates Strategy and Plan. The postholder will either focus on managing a portfolio of buildings (Area) or delivering specific building projects (Property). While the core responsibilities remain consistent, the focus of delivery will vary depending on the assigned remit.</p> <ul style="list-style-type: none"> • Area Focus: The postholder will act as the 'responsible building owner' for a defined group of buildings, managing their full lifecycle. This includes developing and implementing annual maintenance schedules, procuring and managing service contracts, and ensuring the delivery of cost-effective, compliant, and high-quality estate services. The role integrates sustainability, health and safety, and statutory compliance into all aspects of estate management, while continuously reviewing performance and identifying opportunities for improvement. • Property Focus: The postholder will lead the delivery of large, specific building projects, providing specialist property expertise across all project stages. This includes conducting feasibility studies, advising on property values and regulations, managing leasehold and space planning aspects, and ensuring successful project handover. The role ensures that all projects are delivered in line with strategic objectives, statutory obligations, and financial regulations, while embedding sustainability and quality throughout. <p><u>Location</u> Headquarters Northallerton, or York, Harrogate or Scarborough.</p> <p>Hybrid working / Agile in the estate</p> <p><u>Working Patterns</u> Standard Office Hours</p>

<p>Special consideration:</p>	<p>Security vetting procedures for the post (RV)</p> <p>Medical clearance procedures for the post (standard)</p> <p>Requirement to undertake refresher training as and when required</p> <p>The post occasionally involves work outside normal working hours</p> <p>Requirement to work in different locations</p> <p>Need to attend external meetings/conferences/workshops as required</p> <p>POLICE OFFICERS ONLY: Requirement to undertake operational policing duties as instructed / required. We are committed to supporting officers with disabilities by considering and implementing reasonable adjustments to assist in the effective performance of duties effectively.</p>
<p>Main responsibilities:</p>	<ul style="list-style-type: none"> • Provide expert estates or property advice aligned with the Estates Strategy and Plan. • Develop and implement maintenance schedules or project plans, ensuring alignment with strategic objectives. • Procure and manage estates-related services or project contractors, ensuring cost-effectiveness and compliance. • Integrate environmental sustainability, energy efficiency, and health and safety into all activities. • Conduct and evaluate risk assessments, ensuring proactive mitigation and statutory compliance. • Monitor service or project delivery against contracts, SLAs, and professional standards. • Collaborate with internal teams and external stakeholders to ensure efficient, joined-up service delivery. • Ensure compliance with financial, planning, and building regulations. • Continuously review completed works to ensure quality and identify process improvements. • Represent the organisation at site meetings, acting as an ambassador and advocate. <p>This job description indicates the key responsibilities of the post and does not restrict the post holder from performing other duties commensurate with the grade of post.</p>
<p>Essential Skills, Experience and Qualifications:</p>	<p><u>Essential</u></p> <ul style="list-style-type: none"> • Extensive building industry experience, gained through a trade background or surveying. • Demonstrable expertise in managing capital development, building projects, or measured term maintenance contracts. • Proven ability to manage and control budgets effectively. • Comprehensive understanding of current legislation, including Health & Safety and CDM regulations.

	<ul style="list-style-type: none"> • Full membership with the Institute of Clerk of Works, RICS (Technical), CIOB (Incorporated), or IWFM (Preferred). Candidates with substantial, demonstrable experience in lieu of formal membership are encouraged to apply. • Excellent customer service, problem-solving, and interpersonal skills. • Strong communication, networking, and influencing skills, with the ability to build effective relationships. • Proficient in Microsoft Office and IT systems, with strong attention to detail and reporting skills.
--	--

Career Progression Plan:	NA
CVF Level:	Supervisor / Middle Manager – Level 2
Date created:	18/11/2025
Last update:	18/11/2025
Date graded:	N/a