Property Surveyor



Provides professional property surveying, technical advice and asset management expertise to ensure the organisation's property portfolio is safe, compliant, well maintained, fit for purpose and delivers value for money. - by providing clear evidence-based recommendations to inform investment, maintenance and property decisions, while ensuring statutory and regulatory compliance.

What I am accountable for delivering

Property inspection and condition

- Undertake planned and reactive property inspections and condition surveys.
- Identify defects, risks, maintenance requirements and opportunities for improvement.
- Prepare clear technical reports, schedules of work and investment recommendations.
- Maintain accurate and up-to-date property condition and asset information.
- Monitor building performance and identify lifecycle and planned maintenance requirements.

Planned and reactive maintenance

- Develop and manage programmes of planned, preventative and cyclical maintenance.
- Support the delivery of responsive repairs and ensure works are appropriately scoped and prioritised.
- Prepare specifications, schedules and scopes of work for contractors and consultants.
- Monitor the quality, progress, cost and compliance of works through to completion.
- Verify completed works and ensure appropriate records and certification are maintained.

Quality, governance and risk

- Ensure properties are managed in accordance with relevant legislation, regulations, standards and organisational policies.
- Identify and report building-related risks and recommend appropriate remedial action.
- Support compliance with requirements relating to fire safety, asbestos, accessibility, health and safety, building regulations and other relevant property legislation.
- Maintain appropriate audit trails and evidence of statutory compliance.
- Escalate significant property, safety or compliance risks promptly.

People

- Champion and role model Turning Point's values and positive leadership behaviours, including EDI and colleague Health and Wellbeing agendas with sensitivity, compassion and person centeredness.

Project and contract management

- Manage or support property-related projects from initial assessment through to completion.
- Procure and manage contractors, consultants and professional services in accordance with organisational procedures.
- Monitor budgets, programmes, quality and performance.
- Manage variations, defects, warranties and project close-out.
- Build effective relationships with contractors and professional advisers to ensure successful delivery.
- Undertake measured surveys for preparation of as built plans.
- Produce CAD plans detailing existing layouts and elevations.
- Produce detailed proposed layouts for Operational teams to consider.
- Prepare fit out specification and pre-contract tender documents.

Asset management and investment planning

- Contribute to property asset management and lifecycle strategies.
- Develop evidence-based investment and maintenance priorities.
- Provide cost estimates, option appraisals and business cases where required.
- Use property data to support long-term investment planning and informed decision-making.
- Identify opportunities to improve energy efficiency, sustainability, building performance and whole-life value.

Stakeholder management

- Provide professional property advice to colleagues, managers and other stakeholders.
- Communicate technical information clearly to both technical and non-technical audiences.
- Work collaboratively with internal teams including finance, procurement, health and safety and project teams.
- Respond positively to changing priorities and competing demands.

Professional standards and continuous improvement

- Maintain appropriate professional competence and keep knowledge of relevant legislation, standards and industry practice up to date.
- Promote good surveying, property management and project management practice.
- Identify opportunities to improve processes, systems and value for money.
- Contribute to organisational policies, procedures and continuous improvement initiatives.

Data

- Ensure high standards of data accuracy.

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How I Operate

We believe that everyone has the potential to grow, learn and make choices

- I actively seek opportunities available to develop myself and my potential
- I do what I say I'll do, take ownership and I am accountable for my actions and decisions
- I understand that we all depend on each other to be successful and I support everyone to achieve team goals
- I seek and give constructive feedback in order to improve what I; and others do

We all communicate in an authentic and confident way that blends support and challenge

- I am empathetic, genuine and human in all my interactions with people
- I treat others with respect
- I actively listen and embrace other points of view
- I represent my true beliefs in a meaningful and appropriate way
- I base my feedback on reliable facts and evidence

We are here to embrace change even when it is complex and uncomfortable

- I recognise my own reaction to change and respond constructively
- I support others appropriately through change
- I know and understand the reasons for change and embrace this
- I ask for clarity if I'm uncertain and communicate what I need

We treat each other and those we support as individuals however difficult and challenging

- I adjust my style to suit the situation or individual and remain authentic
- I know and understand what I need to be at my best
- I seek to understand the needs of others and respond appropriately and respectfully
- I put people we support/customers at the heart of everything I do

We deliver better outcomes by encouraging ideas and new thinking

- I work together with others to get the best outcome possible
- I remain focused on what I am trying to achieve
- I find better ways to deliver what is needed
- I continually think of ways to improve what we do
- I hold myself accountable for the delivery of outcomes

We commit to building a strong and financially viable Turning Point together

- I understand and am aware of the financial impact of the decisions I make
- I am focused on better ways of doing things to create opportunities
- I understand and welcome the need to grow our organisation
- I contribute to building a financially strong organisation in order to reach more people
- I know and understand the wider environment in which the organisation operates: its customers, competitors and suppliers

WHAT I NEED:

Skills \ Knowledge

Essential:

- Strong knowledge of building construction, defects, condition assessment and property maintenance and experienced in undertaking inspections and diagnose building defects effectively.
- Experience of preparing technical reports, specifications, schedules of work and cost estimates.
- Knowledge of planned and preventative maintenance and building lifecycle management.
- Understanding of project, contract and contractor management.
- Ability to assess risk and develop proportionate remedial solutions.
- Competent use of property, asset management and standard digital systems.
- Ability to interpret drawings, specifications, surveys and technical information.
- Good working knowledge of relevant property, construction, health and safety and building legislation and understanding of statutory compliance requirements affecting occupied buildings.
- Awareness of building safety, fire safety, asbestos, accessibility, environmental and sustainability requirements.
- Understanding of procurement, contract management and professional standards relevant to property services
- Strong interpersonal, communication, and stakeholder engagement abilities

Desirable:

- Relevant qualification in Building Surveying, Property, Construction or a related discipline (preferred)

GREEN