



JOB DESCRIPTION

Job title
Associate Director – Building Surveyor
Name of person or job role reporting to
Adam Bardell/ John Gardner
Responsibilities
<ul style="list-style-type: none">• Provide excellent and professional building surveying to clients, including; building inspections, acquisition surveys, dilapidations, contract administration, maintenance and refurbishment projects, schedules of condition, party wall awards• Have perspective and knowledge of sectors such as education, residential, social housing, retail, industrial and logistics, office, student accommodation, NHS and defence.• You must generate your own workload, delegating where appropriate.• You will be in charge of the day-to-day managements of a team of surveyors. You will be responsible for progress of team as well as performance and development of that team. You will be required to carry out performance reviews and manage the process with HR. Mentor and guide your team and peers to ensure targets are met.• Communicate effectively and work collaboratively with all peers, clients, suppliers, contractors, and anyone else you deal with whilst representing the Company to ensure successful outcomes on projects internally and externally.• Understand client demands and exceed their expectations. Commit to your clients and peers to build and develop solid relationships, new client contacts and business opportunities. This will include attending internal and external events, attend client meetings, as well as hosting and introducing clients to other clients or contacts of interest to them.• Be open and adaptable, with the ability to reflect on what you do everyday and develop your knowledge and skillset through regular CDP activities. Continue to develop yourself so that you are empowered with the most advanced knowledge and legislation which can affect construction technical issues, sharing the knowledge across the Company.• Submit relevant administration according to deadlines and with accuracy such as timesheets, expenses and database applications.• You must adhere to procedures and policies in relation to quality of management, health and safety and the proper use of equipment and materials.• You must aim to achieve fee and work winning targets set by CS2.
Qualifications/Experience
<ul style="list-style-type: none">• A bachelor's degree in Building Surveying accredited by RICS• Proven post qualification experience of providing building surveying advice• Knowledge of industry specific software such as AutoCAD, NBS, Microsoft Projects• Experience managing a team• Proficient in Microsoft applications• The ability to generate new work• Commercial awareness• The ability to prioritise work• Confident in communication, verbally and in writing• Team player and work well independently with autonomy• Negotiating skills• Attention to detail



- Good business development skills
- Possess excellent leadership skills, be good with people and demonstrate social awareness

I hereby agree that I have read and understood the job description.

Signed

Date

Name