



## Assistant Building Surveyor Job Description

### Job Specification

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Title:	Assistant Building Surveyor
Team:	Building Surveying
Location:	Sidcup (hybrid working)
Term:	Full time, Permanent

### About Frankham

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Frankham Group is a multi-disciplinary construction consultancy with 40 years of experience, providing a full range of design, engineering and consultancy services to the built environment.

When you join Frankham we will help you develop your know-how and apply your skills so that you achieve your full potential. Our investment in training and your professional development, combined with the support and coaching from Frankham team members will help you learn and grow.

Our people are practical, friendly and are passionate about what they do. We believe in enjoying our work, going beyond expectations, and having fun in doing so.

Our belief is simple: *use intelligent ideas to create human benefits.*

We are currently looking for an Assistant Building Surveyor to assist in the delivery of design solutions and other professional property advice to various building surveying commissions with minimum 1 year of relevant experience.

We offer a competitive benefits package together with excellent career prospects and progression.

### Job Content

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- Assisting in ensuring that all work is in full compliance with relevant statutory requirements and regulations, as well our client's needs. Also ensuring compliance the relevant records and systems requirements of the Company and of those surveying and other Institutions with which the Company is associated.
- Assisting Building Surveyors in their undertaking the role of Contract Administrator/Project Manager on Building Surveying building works commissions.
- Assisting in the undertaking of a variety of Building Surveys including measured surveys, condition surveys and access audits.
- Assisting in providing building surveying design solutions and producing reports.
- Assisting with Party Wall, Dilapidations and other quasi-legal projects.
- Assisting in fire safety assessment and remediation projects.
- Maintaining and monitoring financial performance of projects through the use of Frankham's own financial and job management database and Client specific systems

## Key Skills and Attributes

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- Office based and site-based work experience in Building Surveying undertaken in conjunction with a suitable university course.
- Proficient in Excel and Word. Good numeracy skills. Ability to write succinct and accurate reports. A good knowledge of the current Building Regulations and Planning Laws.
- Attained BSc in Building Surveying or in last year of study.
- A positive working attitude with good communication skills and flexibility in a dynamic role within an established team reporting directly to a Surveyor/Senior Surveyor. A good team player who is willing to work hard. An ambition to qualify as a Chartered Building Surveyor. The role will allow for future development, training and progression into a Senior Surveyor role with the aim of achieving an RICS professional qualification.

## Benefits & Initiatives

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Frankham offer excellent benefits and initiatives, including:

- Flexible working scheme.
- SimplyHealth healthcare benefit.
- Long service award.
- Bonus scheme.
- Frankham Friday.
- Cycle-to-work scheme.
- Life assurance.
- Annual leave inc. sell, buy & carry-over policies.
- Annual season ticket loan.
- Enhanced maternity & paternity pay.