



## Assistant Building Surveyor

- Location: Hybrid working with Headquarters in Sidcup
- Requirements: Attained BSc in Building Surveying or in last year of study
- Reporting to: Senior Surveyor

## Key Responsibilities

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- Assisting in ensuring that all surveying work is in full compliance with relevant statutory requirements and regulations, as well as the relevant records and systems requirements of the Company and of those Surveying Institutions with which the Company is associated.
- Assisting building surveyors in their undertaking the role of Contract Administrator on Building Surveying 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.
- Maintaining and monitoring financial performance of projects using Workbench and Client specific systems.
- Assisting in managing Client workloads and framework agreements and assisting in the development of the company's partnering commissions.
- Supporting the identification of new clients and project opportunities.
- Any other duties reasonably required of the post-holder following consultation.

## About You

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- Attained BSc in Building Surveying or in last year of study.
- 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.
- A positive working attitude with good communication skills and flexibility.
- Good team player who is willing to work hard.
- An ambition to qualify as a Chartered Building Surveyor.

## Benefits & Initiatives

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We believe in using intelligent ideas to create human benefits—improving the surroundings in which we all live and work.

We support our people with excellent benefits, including:

- **Financial:** Incentive Scheme, Annual Season Ticket Loan, Life Assurance, Employee Introduction Awards.
- **Health & Wellbeing:** Health Insurance (Cash Plan), Cycle-to-Work Scheme, Generous Maternity & Paternity Pay.
- **Work-Life Balance:** Hybrid working options, Flexible working scheme, "Frankham Friday" (early finish).
- **Development:** Professional qualification support and Long Service Awards.
- **Transport:** Car Benefit Scheme

## About Frankham Group

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

At Frankham we have a dedicated and knowledgeable team of industry experts, all with diverse abilities, striving to provide high quality solutions to all our clients. The company strives to improve the surroundings in which we all live and work. We are proud to hold Investors in People Gold Accreditation, reflecting our commitment to being a best-in-class employer.

Our belief is simple – use intelligent ideas to create human benefits. From environmentally sustainable buildings to individual commissions, our projects have one thing in common, they improve peoples' lives.

You will be stepping into a dynamic environment, where your voice and input will be heard. We have an 'open door policy', allowing easy access to the senior minds in the business. We are a business committed to providing people with opportunities to achieve their career goals.