



Senior Building Surveyor

Location: Hybrid working with Headquarters in Sidcup

Requirements: BSc Building Surveying, Construction Management or similar or equivalent by experience

Key Responsibilities

- 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 Frankham and of those Surveying Institutions with which Frankham is associated.
- Undertaking role of Contract Administrator on Surveying commissions, including preparation of specifications and drawings.
- Undertaking a variety of Building Surveys including Condition Surveys, Dilapidation Surveys and DDA surveys.
- Providing design solutions and producing reports.
- Advising on solutions to Building Pathology problems.
- Undertaking the role of Party Wall Surveyor, dilapidations and other quasi-legal projects.
- Identifying and exploring new work opportunities on behalf of the company.
- Attending company marketing functions and representing the company as required.
- Developing and maintaining close relationship with the Frankham Client base. Liaising with Group representatives, Clients, other Consultants, and Contractors.
- Maintaining and monitoring financial performance of projects through the use of Workbench & client-specific systems.
- Knowledge of Public & Private Sector clients particularly in the Housing, Transport and Education Sectors.
- Managing individual Client' workloads and framework agreements.
- Any other duties reasonably required of the post-holder following consultation.

Key Skills and Tasks

Technical:

- To have sufficient breadth of technical knowledge and to lead on technical delivery and to be credible in the eyes of the Client.
- Ensure project work meets all relevant technical and professional standards on a consistent basis.
- Be able to understand the technical and design requirements of projects and ensure compliance with the relevant technical, health, safety and environmental standards.
- Give input and guidance into the technical nature of the work and the appropriate approach to be taken to deliver the technical output.
- To lead the scoping of client briefs to ensure accuracy, appropriateness and completeness. Ensure the brief is fully understood and confirmed before its acceptance.
- Understanding of how to use Workbench and extract, monitor and review the key reports relating to: job profitability, revenue forecasting, invoicing, and aged debtors.
- Able to use Microsoft Word and Excel to aid the management and administration of the projects. Working knowledge of MS project.
- Ensure that the Frankham Business Management System and the Quality Management System is followed.
- Working knowledge of the Frankham Consultancy Group policies, procedures and working practices.
- To be able to read and understand different forms of contracts.
- Understanding or ability to use CAD to a basic level.

Management:

- Assist & mentor junior members of staff
- Control and monitor work to ensure quality of service is achieved.
- Control and monitor work to ensure client brief and delivery programme are achieved.
- Assist Manager to ensure that projects are set-up on Workbench, including costs and budgets, and that time is accurately recorded against projects.
- Control and monitor progress on projects to ensure they are run as efficiently and profitably as possible, including delivery timelines and budgets. Assist in resolving issues and manage change controls.
- Monitor customer service proactively to ensure service promises are delivered to customers to achieve high scoring client perception marks and repeat business.
- Manage the client relationship in conjunction with the Manager.
- Ensure the timely issue of invoices and the execution of the Client Pledge.
- Assist in the resolution of disputes with clients and sub-contractors.
- Appointment and control of sub-consultants when required.

Leadership:

- Ensure performance, productivity, quality and innovation of service is maintained and improved.
- Develop and maintain relationships with key Clients.
- Have interpersonal, motivational, numerical, analytical, self -organisation, planning and control skills.

Planning:

- Assist with the input for SQs, Fee Bids, Case Studies and other marketing material.
- To assist the Assistant Manager and Manager on resource needs for projects.

About You

- Undertake CPD in accordance with RICS Regulations. (Essential)
- Chartered Surveyor / CIOB with a minimum of 5 years' experience within the Building (Essential)
- Chartered Surveyor / CIOB with a minimum of 5 years' experience within the Building Environment both on and off site. (Desirable)
- Be enthusiastic, pro –active, flexible and adaptive in the pursuit of achieving the planned team goals and targets.
- Able to collaborate with the Assistant Manage/Manager.
- Assist junior members in the team with any technical queries.
- Puts case across with impact and conviction whilst presenting facts clearly and logically.
- Project a strong sense of confidence in ability to handle difficult situations and achieve results.
- Displays persistence, determination and energy in overcoming obstacles.

Benefits & Initiatives

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

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.