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| **Role Profile** | |
| **Job Title:** | Associate / Graduate Building Surveyor |
| **Grade:** |  |
| **Function/Department:** | Property |
| **Reporting To:** | Senior Property Compliance Manager |
| **Location:** | Stratford |
| **Role Purpose and Key Responsibilities:** | |
| **Core Purpose:**  **Compliance**  The Associate / Graduate Building Surveyor will in essence be a Compliance Project Manager (CPM) and will ensure the documentation, evaluation and monitoring of the company’s statutory compliance obligations in relation to the management & maintenance of the Retail Shops and Retail Facing Office estate and non-operational shops (where required).  He or she will assist the Property department in ensuring compliance with all Health & Safety (estates related) regulations by working with approved third parties to ensure the comprehensive and accurate reporting of the company’s compliance position across these obligations, including Asbestos, Electrical and CDM.  The post holder is expected to work proactively with all elements of the Property function (Construction, Maintenance, Facilities etc) to establish and maintain safe and appropriate working practices, reports and monitoring processes. He or she will also work closely with the H&S team to ensure all company H&S policies and procedures are followed within the relevant Property workstreams.  **Projects**  The CPM will act as the point of contact for all nominated maintenance or compliance related projects, including complex maintenance works and compliance related rollout programs. The CPM will work alongside key internal and external contractors and stakeholders to ensure these projects are delivered on time, to budget and in accordance with all appropriate property and compliance regulations  Key Duties - Compliance   * Ensure appropriate policies and procedures are in place to ensure the business meets its legal and statutory obligations, including asbestos, building structure & accessibility, reactive & planned mechanical and electrical engineering services.  Oversee and report on a programme of monitoring and auditing of all relevant safety and compliance obligations within the Maintenance function. Monitoring and reporting on key Planned Maintenance activity required to comply with relevant H&S regulations  * In association with the H&S team, keep updated the maintenance function’s compliance processes and procedures, monitor actions against and formally advise mangers of any areas of non- compliance. * Respond to landlord / management agent requests for compliance documentation. * Establish, audit, monitor and maintain arrangements to ensure the Maintenance Function complies with the legal requirements under the Construction Design and Management Regulations, ensuring ongoing contractor compliance with these regulations. * Ensure the maintenance contractor base remains compliant to all necessary H&S obligations by working closely with our approved contractor compliance partner ‘Safecontractor’. * Act as focal point for all maintenance tender activity, working with the property & procurement team to ensure all quotes and tenders capture the requirements of the function and delivers the appropriate and expected returns.   Key Duties – Projects   * Project Manager for large scale maintenance works such as complex Schedules of Dilapidations, Shopfront collisions, Fire Risk Assessment works, Structural Survey remedials etc. Utilising Project Management methodology and approach to ensure all projects are delivered on time and to approved budgets in a safe and compliant manner.  Provide appropriate oversight and documentation of all Property project RAMS & work schedules to ensure compliance with appropriate H&S regulations.  * Property lead on nominated compliance rollout projects, working closely with all relevant stakeholders to ensure efficient and effective progress is maintained and communicated at all times. * Oversee Statutory Compliance (including Asbestos) remedial projects, working with appropriate stakeholders to ensure works are completed within appropriate timescales and in a safe and compliant manner. | |
| **Specialist Skills and Experience Required** | |
| * Experience in a maintenance / property project management required. * Thorough understanding of property / maintenance compliance requirements including but not limited to CDM, Asbestos, Legionella, Electrical & Gas Safety, * Advanced MS Office Suite skills (Word, Excel, PowerPoint and FM related systems), presentation, and written and verbal communication skills. * Extremely organised with strong attention to detail * Experienced in representing and communicating with the business at all levels. | |
| **Financial and Other Scope Factors** | |
| Revenue Budget 0  Number of Direct Reports: 0  Total Number of Employees:0  Other: | |
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