



Job Description

Job Title:	Building Surveyor
Directorate/Team:	Property and Strategic Assets
Location:	16 Summer Lane or other site/location
Responsible to:	Senior Building Surveyor
Responsible for:	None
Key working relationships: (internal)	Estates, Operational Assets, Facilities Management, Finance, Legal
Key working relationships: (external)	Contractors, Consultants, Local Authorities, Tenants, Landlords

Purpose of the Post

To deliver professional building surveying services across the organisation's property portfolio, ensuring statutory compliance, effective maintenance planning, and delivery of capital and revenue projects. The role supports strategic asset objectives through technical expertise and stakeholder engagement.

Accountabilities

- Conduct and/or instruct surveys for building condition assessment.
- Develop and manage maintenance programmes and project delivery.
- Ensure compliance with statutory obligations and building regulations.
- Provide technical advice and support to internal and external stakeholders on projects.
- Prepare tender documents and manage procurement processes.
- Contribute to strategic asset planning.
- Provide input into property lifecycle costing and capital investment decisions.

Responsibilities

Strategic

- Support strategic asset planning through technical building data and insights.
- Contribute to property reviews and investment planning.
- Contribute to sustainability and social value initiatives.
- Plan and manage maintenance programmes.
- Ensure buildings and sites are safe, functional, and fit for purpose.
- Advise on legislation including fire safety, energy efficiency, and accessibility.
- Work flexibly and with integrity to meet the needs of the WMCA and the Property and Strategic Assets Team.

People

- Liaise with internal teams and external contractors to coordinate works.
- Manage contractors and consultants.
- Promote collaborative working and knowledge sharing.
- Communicate technical information clearly to non-specialists.
- Represent WMCA in a professional manner at all times.

Operational

- Undertake building inspections and prepare condition reports.
- Specify and manage maintenance and refurbishment projects.
- Ensure compliance with health and safety and building regulations
- Identify structural issues, maintenance needs, and compliance risks.
- Prepare detailed specifications and schedules of work.
- Ensure all works comply with Building Regulations and other statutory requirements.
- Prepare tender documents and manage procurement processes.
- Administer building contracts and resolve disputes.
- Assess and respond to dangerous structures or urgent repairs.
- Maintain accurate records and documentation of inspections, works, and compliance.

Financial

- Monitor budgets and expenditure for building projects.
- Support financial forecasting and reporting.
- Identify opportunities for cost savings and value engineering.
- Ensure Value for Money and follows the appropriate governance processes for dealing with any financial activities.

Other

- Provide out-of-hours support for building-related emergencies.
- Ability to travel to sites as required.
- Willingness to work outside normal hours when necessary (e.g. emergencies, site visits).
- Undertaking such tasks as may reasonably be expected commensurate with the scope and level of the role.

Person Specification

Candidates/post holders will be expected to demonstrate the following:	Essential / Desirable		How Evidenced?		
	E	D	A*	I*	T*
Experience	E	D	A*	I*	T*
Experience in building surveying including inspections and maintenance planning	X		X	X	
Experience in preparing specifications, tender documents, and administering contracts.	X		X	X	
Experience of working with statutory compliance including Building Regulations, CDM, fire safety, and accessibility standards.	X		X	X	
Experience managing refurbishment and construction projects		X	X	X	
Experience working with contractors and consultants	X		X	X	
Skills / Knowledge	E	D	A*	I*	T*
Knowledge of building regulations, health & safety, and statutory compliance	X		X	X	
Strong understanding of building pathology, construction techniques, and materials.	X		X	X	
Awareness of sustainability and energy efficiency in buildings.	X		X	X	
Ability to carry out detailed building inspections and produce technical reports.	X		X	X	
Strong project management and organisational skills.	X		X	X	
Excellent communication and interpersonal skills, with the ability to engage with a range of stakeholders.	X		X	X	
Competence in using property-related IT systems (e.g. AutoCAD, asset databases, Microsoft Office)	X		X	X	
Ability to work independently and as part of a team	X		X	X	
Qualification / Education / Training	E	D	A*	I*	T*
Degree or equivalent in building surveying or related field	X		X		

Membership (or working towards) of a relevant professional body (e.g. RICS, CIOB).	X		X		
Evidence of continuing professional development	X			X	

*Key: A = Application, I = Interview, T = Testing/Assessment

Core Expectations	
Health, Safety & Wellbeing	All employees have a duty to take reasonable care for the health, safety, and wellbeing of themselves and of other persons who may be affected by their acts or omissions at work; and co-operate with their employer so far as is necessary to enable it to successfully discharge its own responsibilities in relation to health, safety, and wellbeing.
Equality & Diversity	Promote and champion equality and diversity in all aspects of the role.
Learning & Development	Participate in and take responsibility of any learning and development required to carry out this role effectively.
Performance Management	Actively engage in the performance management process and take responsibility for managing performance outcomes.
GDPR	Ensure the reasonable and proportionate protection, processing, sharing, and storing of WMCA information in accordance with the relevant legislation, corporate policies, and in the best interests of the data subjects (Data Protection/GDPR), the WMCA, our partners, and the West Midlands, in all aspects of the role.
Business Continuity	Business Continuity All staff should actively participate in business continuity training and exercises when required, ensuring they understand and follow business continuity plans and procedures to maintain organisational resilience during disruptions.
Adherence to Policies	Be aware of and comply with all organisation policies.
Other	There may be a requirement to work outside normal office hours on occasion, including a requirement to work within stakeholder and partner offices within the WMCA constituent area on a regular basis.

Values		
Our culture is underpinned by what we do and how we do it. Our behaviours outline the ways we need to work to deliver success, become truly inclusive, and make the organisation somewhere where everyone can give their best contribution.		
Value	Competency	Behaviour
Collaborative	Team Focussed	Works as part of team, managing and leading.
	Service Driven	Customer, resident, and partner focussed.
Driven	Empowered & Accountable	Takes ownership and leads when needed.
	Performance Focused	Ambitious and going the extra mile.
Inclusive	'One Organisation' Mindset	Believe in each other's expertise.
	Open & Honest	We do what we say we are going to do.
Innovative	Forward Thinking	Embrace change and open to new possibilities.
	Problem Solving	Go for clear and simple whenever possible.

Additional Post Requirements							
Politically Restricted Post		Disclosure and Barring Service (DBS)				Vetting	
Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>	Basic <input type="checkbox"/>	Standard <input type="checkbox"/>	Enhanced <input type="checkbox"/>	None <input type="checkbox"/>	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>

Job Evaluation Details

Date Evaluation Agreed	JEP Reference	Grade	Job Family
18.12.2025	JEP699	SP38-SP42	