

## Regional Maintenance Surveyor:

### Job Description

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<b>Primary Location:</b>	Designated REAch2 Region or cluster of REAch2 Academies as directed by the Trust.
<b>Principal Purpose of Role:</b>	Maintenance surveying, condition surveying, preparation of maintenance plans, cost estimates, statutory compliance and the delivery of associated improvement projects.
<b>Responsible to:</b>	REAch2 Estates Director.
<b>Responsible for:</b>	High quality building and estate maintenance surveying and project management of associated improvement projects.

#### **Main Responsibilities:**

- a) Assessment of all maintenance and condition requirements within a designated REAch2 Region or cluster of REAch2 Academies.
- b) The production of associated cost estimates for the identified maintenance requirements.
- c) The production of short, medium and long-term maintenance plans for those academies.
- d) Liaison with the Estates Team and to support with the production of Regional and Trust-wide assessments and reports.
- e) Technical design, specification, tendering, contract administration and management of projects including management of / liaison with contractors and consultants - this to include supporting the production and maintenance of the Estates Approved Contractors List.
- f) Close liaison with academies to provide professional estates guidance and support to the individual site based teams.

- g) Within a designated REAch2 region or cluster of REAch2 Academies; participate in and support a process of collaborative and effective communication and sharing of good practice between Academies - this to include supporting Regional Boards / regional reports etc. but working together collaboratively to ensure a seamless activity across the Trust.
- h) Issuing of appropriate records of advice / guidance provided to Academies via the Estates Advisory Notice System.
- i) Support individual Academies in terms of statutory compliance and term-maintenance including carrying out periodic audits of same.
- j) Support individual Academies with their own Academy-led projects alongside general implementation of the Estates Project Consent System.
- k) Representing the Estates Team, as and when appropriate, on site, at meetings and in communications with all internal and external stakeholders.
- l) Providing a support function, as and when appropriate, in respect of major capital projects (including Central and / or Local Government funded major capital projects) at REAch2 Academies - this to include to support to stakeholders, Project Team and Academies by means of attendance at relevant meetings, assisting with snagging and defects and the seamless integration of new schools, conversions and transfers into the existing Trust portfolio.
- m) Occasionally visiting any REAch2 Academy when required in support of colleagues (e.g. covering counterparts annual leave absences).
- n) To ensure that projects are carried out within approved budgets and agreed time scales.
- o) Managing the expenditure of delegated maintenance budgets in relation to a designated REAch2 region or cluster of REAch2 Academies - this to include general administration and support in relation to

processing purchase orders, invoices, valuations and payment certificates etc.

- p) Promoting and developing the highest quality of design and constructional standards of building with particular emphasis on current best practice, value-for-money and cost-in-use whilst ensuring compliance with REAch2 policy, current legislation and codes of practice.
- q) Obtaining at the appropriate time, all necessary statutory, REAch2 and other approvals by:
  - 1) Preparing documentation for all relevant Planning, Building Regulation and other statutory approvals along with landlord's consent as required;
  - 2) Ensuring that all projects comply with the design guidance and controlling regulations of the appropriate Government Departments and statutory advisory bodies;
  - 3) Effective liaison with representatives of the aforementioned bodies.
- r) Actively pursuing the attainment and practice of the REAch2 Inspiration Ltd key business objectives and shared values.
- s) Comply with all REAch2 Health, Safety and Welfare Policy including risk assessment procedures and specific health & safety responsibilities under CDM for construction projects.
- t) The undertaking of any other reasonable duties commensurate with the grading, overall function and level of responsibility of the post.

## Role Specification

Qualifications	Education to HNC/D level or appropriate Professional qualification.
Experience	<p>Evidence of post-qualification experience in a relevant or related role.</p> <p>Extensive, proven and demonstrable experience in the assessment of maintenance requirements, along with the production of associated cost estimates, technical detailing, tendering, contract administration and project management.</p>
Knowledge, Skills and Personal Qualities	<p>Possess a sound grasp of building construction, maintenance and construction cost planning with, ideally, reference to schools.</p> <p>Ability to produce cost estimated short, medium and long term school building maintenance plans.</p> <p>Knowledge of procurement and construction techniques, construction contracts, current legislation, statutory and regulatory requirements relating to property.</p> <p>Knowledge of contract administration and project management relating to construction projects.</p> <p>Detailed understanding of specification writing and tendering.</p> <p>Ability to use AutoCAD would be a distinct advantage.</p> <p>Ability to organise and co-ordinate production of documentation for building contracts.</p> <p>Proficiency in using National Building Specification and / or other recognised industry-standard documentation.</p>

	<p>Knowledge of relevant legislation, national performance standards (e.g. Building Bulletins) and statutory requirements as they relate to property.</p> <p>To be well organized, efficient and hard working.</p> <p>Ability to prioritise and meet agreed deadlines.</p> <p>To work effectively as part of a team and for extensive periods individually.</p> <p>Be capable of working with a minimum of supervision and on own initiative.</p> <p>Must be prepared to have, at times or on occasion, a flexible approach to working hours.</p> <p>Have the ability to communicate effectively in both written and verbal formats.</p> <p>Possess good inter-personal skills.</p> <p>To be approachable, assertive and confident.</p> <p>A full driving licence and access to a car is essential to the post.</p>
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