

**SENIOR SURVEYOR**

**JOB DESCRIPTION**

**Job title**: Senior Surveyor

**Based**: The Blacksmith, Hyde Park, London W2 2UH with travel to all parks

**Salary**: £59,000- £65,000 per annum, depending on experience.

**Terms**: Permanent contract on a full-time basis, 36 hours per week. including agile/hybrid working options

26 days annual leave plus public holidays, increasing to 29 days after 3 years’ service.

A pension scheme and healthcare plan are available.

**Reporting to:** Head of Works and Facilities Management (HOWFM)

**Responsible for:** 2 Building Surveyors, 1 Civil Engineer, and 1 Mechanical and Electric Engineer

**Internal relationships:** Estates and Projects Directorate, liaison with all levels of Royal Parks staff up to and including Directors. Close working with Park Operations Team, CEO’s Office and Finance.

**External relationships:** Consultants, contractors, Local Authorities, and members of the public.

**BACKGROUND**

The Royal Parks is a charity that manages over 5,000 acres of diverse parkland, rare habitats and historic buildings and monuments in eight Royal Parks across London. These are: Hyde Park, Kensington Gardens, The Green Park, St James’s Park, The Regent’s Park and Primrose Hill, Greenwich Park, Richmond Park and Bushy Park. We also manage other important public spaces including Brompton Cemetery and Victoria Tower Gardens. Our eight Royal Parks and other public spaces are among the most visited attractions in the UK with 77 million visits every year.

**JOB PURPOSE**

As a charity we are committed to preserving and maintaining our historic parks and their associated assets. Our mission in the Works department is to protect these valuable cultural assets for future generations, ensuring they remain accessible and enjoyable for all.

Our work is diverse and involves the management of operational and residential buildings, public toilets, catering outlets, sports pavilions, playgrounds, fountains, statues and monuments, lakes, rivers, roads, bridges, footpaths, utilities, fences, railings, boundary walls, gates and street lighting all set within a historic park setting. With millions of Londoners and tourists visiting the eight Royal Parks each year there is inevitably pressure on the historic fabric. The ever-increasing need to reconcile conflicting demands within tight budgetary controls requires skill and imaginative solutions to ensure affordability and best value.

We are seeking a highly skilled and experienced Senior Surveyor to join our team. You will play a crucial role in the conservation, maintenance, and enhancement of the built environment within our parks. This position requires an understanding of cyclical maintenance, historic building conservation, project management skills, knowledge and experience of cyclical maintenance and a passion for heritage preservation.

This is a new role and you will be leading a technical support team of multi -discipline staff of surveyors and engineers who are here to support our colleagues in the care and maintenance of the built environment.

**MAIN DUTIES/RESPONSIBILITIES**

1. Manage the cyclical programme of condition surveys, for listed and non-listed assets, which include buildings, structures, statues, etc.
2. Manage and report on the Forward Maintenance Register.
3. Develop and implement conservation and maintenance plans in line with best practices and regulatory requirements.
4. Provide expert advice on building conservation issues and contribute to the development of policies and strategies.
5. Prepare detailed reports, specifications on assets.
6. Ensure compliance with health and safety regulations and other statutory requirements.
7. Monitor and manage budgets, including forecasting future spend requirements.
8. Manage the Key Performance Targets on Condition of Assets and the annual report.
9. Manage the maintenance project prioritisation listing.
10. Prepare the quadrennial report on the evaluation of the maintenance backlog, due next in 2028.
11. Manage a multi-disciplinary team of surveyors and engineers including ensuring continuous professional development.

**Other Responsibilities**

1. Assist the HOWFM in maintaining and enhancing the historic built environment in accordance with Corporate Plan objectives, policies, statutory requirements, and budgetary controls.
2. Assist in the compilation and maintenance of essential records, including asset register, condition surveys, Health and Safety Information.
3. Ensure that all documents such as condition reports, Operation and Maintenance manuals, Health and Safety files and As Built are produced to the correct standards and that they are filed correctly.
4. Compile and co-ordinate data, statistics, financial and performance returns etc.; produce reports as required.
5. Assist the Facilities Management work stream and other client departments in the development of briefs and cost estimates for minor works.
6. Oversee and administer the procurement and delivery of approved minor works; liaise as necessary with other Estates teams.
7. Provide a design review function with regards maintainability and constructability for projects within the estate.
8. Proactively develop and maintain a professional advisory service for the built environment for both internal and external customer/stakeholders.
9. Assist the HOWFM in the production of the Biennial Conservation Report.
10. Prepare schedules of Condition/Dilapidation for buildings occupied by third parties at commencement and termination of their agreements and assist in the management of this.

**PERSON SPECIFICATION**

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| **Selection criteria** | **Essential / Desirable** |
| **Qualifications** | |
| * Professional qualification (e.g. RICS) | **E** |
| * A degree in Surveying/Building/Construction/Project Management | **D** |
| **Experience** | |
| * Knowledge and significant experience in building regulations, surveying and asset management | **E** |
| * Proven experience of leading, developing and motivating a multi-disciplinary team | **E** |
| * Experience of planning and listed building practise, the roles of Historic England and local planning authorities | **E** |
| * Proven experience of publishing cyclical maintenance plans | **E** |
| * A construction / Estates /Facilities management background | **D** |
| **Skills, knowledge and ability** | |
| * Excellent planning and prioritisation skills with the ability to successfully balance competing demands to ensure individual and team deadlines are met | **E** |
| * Dedicated individual with strong communication, collaboration and leadership qualities, with the ability to build effective relationships with a variety of groups at all levels both internally and externally | **E** |
| * Knowledge of building pathology | **E** |
| * Project management skills | **D** |
| * Passion for heritage conservation | **D** |
| * Working knowledge of Construction, Design and Management (CDM) Regulations | **D** |
| **Other** | |
| * Commitment to The Royal Parks’ values of being responsible, excellent, inclusive, open and respectful, and a commitment to building and supporting diverse and inclusive teams | **E** |
| * An enthusiastic individual, with a passion for the Parks, is visible to staff and stakeholders, and leads by example | **E** |

The Royal Parks is committed to creating a diverse and inclusive workplace and is an equal opportunity employer. We encourage applications from candidates from all backgrounds and successful candidates will be appointed on merit.

The Royal Parks is committed to safeguarding and promoting the welfare of children, young people and adults at risk from harm, and expects all staff and volunteers to share this commitment and follow the organisation’s policies and procedures. The Royal Parks provides an awareness training programme on Safeguarding for all staff, and further in-depth training for those working with children, young people or adults who may be at risk of harm.