

**BUILDING SURVEYOR**

**JOB DESCRIPTION**

**Job title**: Building Surveyor

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

**Salary**: £45,000 - £50,000 per annum, depending on experience.

**Terms**: Permanent contract on a full-time basis, 36 hours per week. Due to the nature of this role, the post holder will be required to be on-site 5 days per week.

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:** Senior Surveyor

**Responsible for:** N/A

**Internal relationships:** Estates and Projects and Park Operations Directorate.

**External relationships:** FM contractor, other contractors, consultants, Statutory Undertakers, Local Authorities, and members of the public.

**BACKGROUND**

The Royal Parks is a charity 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**

You will be responsible for surveying and construction within the Royal Parks Estate, helping manage facilities and maintenance projects. The Works Team oversees a wide range of structures, from historic buildings to playgrounds and pathways, all set within our iconic landscape. With millions of visitors annually, maintaining and conserving these spaces requires balancing budget constraints with creative problem-solving. You will also manage and preserve historic buildings, with 180 listed structures in the portfolio.

You will be a part of a multi-disciplinary team, and you will be able to provide specialist surveying support to the team on a wide range of projects.

**MAIN DUTIES/RESPONSIBILITIES**

* Manage and undertake the cyclical programme of condition surveys.
* Projects currently identified for 2025-2026 are:
* Refurbishment programme for Key Worker Lodges
* Underpinning and refurbishment of residential lodge in The Regent’s Park.
* Replacement pumps and controls to water features such as the Diana Princess of Wales Memorial Fountain in Bushy Park, the Four Winds Fountain in Hyde Park and the Queen Victoria Memorial Fountain in St James’ Park
* Repairs and refurbishment of three Grade 2 listed bridges at The Regent’s Park
* Refurbishment of welfare and messing facilities across all the Parks
* Refurbishment programme of Ornamental Gates across the Parks
* Cyclical refurbishment programme for external and internal redecorations
* Renewal of steel revetments to the Longford River
* Refurbishment of The Italian Gardens Pump House
* Prepare schedules of Condition/Dilapidation for buildings occupied by third parties at commencement and termination of their agreements and assist in the management of these agreements
* Prepare technical reports and advising on existing defects and suitable methods of repair
* Prepare specifications for remedial and new works
* Carry out site inspections to ensure that works are being delivered to the correct safety and quality standards
* Provide technical building and civil support in respect of maintenance, including identifying the requirements for specialist historic techniques where applicable
* Provide technical support for construction projects on build ability, operability, and maintainability for either in-house or external projects
* Ensure that Operation and Maintenance manuals, Health and Safety files and As Built are produced to the correct standards
* Advise and assist in the planning and co-ordination of maintenance and facilities work on site to minimise disruption and inconvenience to users; communicate effectively with internal departments re ongoing work, progress etc
* Compile and co-ordinate data, statistics, financial and performance returns etc.; produce reports as required
* Proactively identify opportunities to improve services and facilities within the area. Initiate minor improvement work or service variations within delegated budgets
* Support and assist internal departments in the development of briefs and cost estimates for minor works
* Oversee and administer the procurement and delivery of approved minor works and liaise as necessary with other teams within the Estates and Projects directorate
* Liaise with Project Managers and assist in the oversight of projects on site; assess the potential impact of projects on the operation and maintenance of buildings and communicate accordingly
* Proactively develop and maintain effective stakeholder relationships through a network of key contacts
* Support the Senior Surveyor in the production of the Biennial Conservation Report
* Support the Senior Surveyor in the management of the Accumulated Works Maintenance Liability
* Support the Senior Surveyor in maintaining and enhancing the historic built environment in accordance with Corporate Plan objectives, policies, statutory requirements, and budgetary controls
* Assist in the compilation, review and maintenance of essential records, including asset register, condition surveys, Health and Safety Information.

**PERSON SPECIFICATION**

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| **Selection criteria** | **Essential / Desirable** |
| **Qualifications** |
| * Professional qualification or be about to obtain RICS/CIOB/APM/AFM
 | **E** |
| * PRINCE2 Qualification
 | **D** |
| **Experience** |
| * Proven experience in building surveying and inspections, ideally within a historic, public or park environment
 | **E** |
| * Knowledge and experience of Building Regulations and in particular Part M, Access and Use of Buildings
 | **E** |
| * Experience of planning and listed building practise, the roles of Historic England and local planning authorities
 | **E** |
| * Proven project management or construction management experience in the construction industry
 | **D** |
| **Skills, knowledge and ability** |
| * Working knowledge of Building Pathology and ability to use this to make recommendations
 | **E** |
| * Knowledge of procurement tendering and contract management skills with the ability to prepare tender documents and tender evaluation (NEC 4)
 | **E** |
| * Ability to identify the main issues in complex problems, clarify understanding or stakeholder expectations, to identify the best option.
 | **E** |
| * Excellent internal and external stakeholder management skills with the ability to communicate and negotiate effectively
 | **E** |
| * Excellent planning and prioritisation skills with the ability to successfully balance competing demands to ensure individual and team deadlines are met.
 | **E** |
| * Report writing and analytical skills.
 | **D** |
| **Other** |
| * Commitment to The Royal Parks’ values of being responsible, excellent, inclusive, open and respectful, and a commitment to supporting diverse and inclusive teams
 | **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.