



## JOB DESCRIPTION

### Graduate/APC Building Surveyor

Job Type:	Permanent
Hours of work:	7 hours per day / 35 hours per week Monday to Friday
Time:	Between the hours of 9:30am and 5:30pm with one hour for lunch Flexible home/office working
Reporting to:	Building Surveying Directors and Associates

#### Context

F&T Building Consultancy is a practice of chartered surveyors and architectural designers in central London.

#### Job Outline

To work under the guidance of the Building Surveying Directors and Associates and to undertake all associated duties as deemed necessary by the company to allow for the good and beneficial interests of the practice including (although this is not an exhaustive list):

Technical	<p>To assist with:</p> <ul style="list-style-type: none"><li>• commercial refurbishment projects</li><li>• Contract administration</li><li>• Feasibility reports</li><li>• Party wall issues</li><li>• Project management</li><li>• Construction design and detailing</li><li>• Dilapidations</li><li>• Building surveys</li><li>• Preparation of specifications and drawings</li><li>• Building Regulation applications</li><li>• Conversion work</li></ul>
Health & Safety	<ul style="list-style-type: none"><li>• Attend to all Health and Safety matters.</li><li>• Building Reinstatement Cost Assessments.</li></ul>
Communication	<ul style="list-style-type: none"><li>• Excellent presentation skills both verbal and written.</li><li>• To build and maintain effective working relationships with existing and new clients.</li><li>• To create and maintain effective working relationships with internal and external team members working on designated projects including contractors, structural and services engineers, builders, local authorities, conservation officers, approved inspectors etc.</li><li>• To keep directors/associates fully informed</li></ul>
Administration and development	<ul style="list-style-type: none"><li>• To comply with all office administration and technical procedures</li><li>• Attending meetings with colleagues and line manager.</li><li>• To highlight opportunities to develop and improve the practice.</li><li>• To strive to improve via development and knowledge as an individual.</li><li>• To strive to undertake all the duties to the best of your abilities.</li><li>• To obtain chartered status with the RICS</li><li>• To maintain the requirements for CPD as set out by the RICS and abide by all other RICS rules and regulations.</li></ul>



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- Other
- The Company may amend your duties and, in addition to your normal duties, you may be required to undertake additional or other duties as necessary to meet the needs of the business.

## Person Specification

- Experience
- Current building surveying degree study (or similar)
  - Two/three years' experience
  - Preferably APC candidate
- Computer skills
- Must be proficient in MSOffice especially Word and Excel
  - Must be proficient in MS Outlook and Internet
  - Knowledge of AutoCAD 2017
  - Knowledge of Revit and Adobe Photoshop CC/Elements advantageous
- Communication
- Must have a professional and friendly manner with excellent interpersonal skills
  - Ability to deal effectively with all levels of both external and internal staff
- Organisation
- Must be organised
  - Ability to take responsibility for own actions
  - Ability to take initiative
  - Well presented
  - Clear thinker
  - Strong team player
  - A flexible and adaptable approach is required
  - May need to start a bit earlier or leave a bit later if required

### Benefits:

- Salary range competitive – dependent on skills and experience
- Support with professional training and progression
- Leave – 25 days p/a plus Bank Holidays
- Flexible office/home working
- Contributory Pension
- Employee Assistance Programme
- Season ticket travel loan
- Bonus depending on performance of the company and individual