



# JOB DESCRIPTION

## Chartered Building Surveyor

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

### Context

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

### Job Outline

To undertake all associated duties as deemed necessary by the company to provide support and carry out to cover the full range of hands on property management activities including but not limited to:

- Chartered Building Surveyor with at least two year's post qualified full-time experience covering the full remit of contract and professional work
- Commercial refurbishment projects – Offices and residential conversions
- Previous experience with work on existing buildings in urban locations - interiors and sensitive areas in particular
- Contract Administration
- Feasibility Reports
- Party Wall Matters
- Project Management
- Construction Design
- Knowledge of construction on-site, its application in office work/documentation and vice versa
- Dilapidations
- Building Surveys
- Preparation of Specifications and drawings
- Fire Insurance Valuations
- Conservation Work
- To work with commercial clients in central London, on repeat and portfolio management-type work.
- Used to working in a larger team of consultants, including planners, agents, engineers and surveyors
- Able to work on a mixture of different scaled projects simultaneously
- Required to adapt and fulfil roles typical of a flexible small practice
- Be methodical/organised with work following a tight programme and with regards to contract administration
- Be able to meet deadlines
- Assisting to supervise and develop staff, including their APC training
- Have good presentation and communication skills, in verbal, written and drawn media
- Fluent English with eloquent writing skills
- Proficient use of AutoCAD and Microsoft Office
- Knowledge of Revit and Adobe Photoshop CC/Elements advantageous

## Person Specification

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|-----------------|--|
| Experience      | <ul style="list-style-type: none"><li>• Chartered building surveyor with at least two years PQE</li></ul>  |
| Computer skills | <ul style="list-style-type: none"><li>• Proficient in use of MSOffice including Word and Excel</li><li>• Proficient in use of MS Outlook and Internet</li><li>• Proficient in AutoCAD</li><li>• Knowledge of Revit and Adobe Photoshop CC/Elements advantageous</li></ul>  |
| Communication   | <ul style="list-style-type: none"><li>• Must have a professional and friendly manner with excellent interpersonal skills.</li><li>• Ability to communicate coherently at all levels both internally and externally.</li><li>• Ability to work with colleagues as a team and individually</li></ul>   |
| Management      | <ul style="list-style-type: none"><li>• Well organised</li><li>• Ability to take responsibility for own actions</li><li>• Ability to take initiative</li><li>• Well presented</li><li>• Strong team player</li><li>• A flexible and adaptable approach is required</li><li>• May need to start a bit earlier or leave a bit later if required</li><li>• To lead by example</li><li>• Problem solver and lateral thinker</li><li>• Ability to assist in the progression of opportunities for expansion of the business.</li></ul> |

### Benefits:

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