

# Graduate Building Surveyor

## Building Consultancy - Milton Keynes

To provide assistance to the Building Surveying department, senior colleagues and, when appropriate, the Partners in relation to all building surveying matters.

When / where appropriate undertake building surveying instructions for clients, overseen by senior colleagues.

Provide assistance to other departments as and when the need arises.

### Location

**Primary Location - Milton Keynes office of Kirkby Diamond, 15 Shenley Pavilions, Shenley Wood, Milton Keynes MK5 6LB.**

Milton Keynes would be your primary place of work however, you will be expected to travel to our other offices as the need arises.

The role will include traveling to properties throughout the central region and North London. However, when the need arises you will be expected to inspect properties throughout the country to undertake surveys with a senior colleague. You will also be expected to inspect properties on your own, subject to our Lone Working procedure and Risk Assessments.

### Sector

Building Surveying.

Reports to Partner or Head of Department as applicable.

### Main purpose of job

To provide assistance to the Building Surveying department, senior colleagues and, when appropriate, the Partners in relation to all building surveying matters.

When / where appropriate undertake building surveying instructions for clients overseen by senior colleagues.

Provide assistance to other departments as and when the need arises.

## Qualifications and/ or experience needed

An accredited degree in building surveying or equivalent.

Working towards, or soon to be a Member of the Royal Institution of Chartered Surveyors and a Member of the Building Surveying faculty.

## Specific Responsibilities and Activities

- ✔ To represent the practice as a graduate building surveyor and always promote its best interests.
- ✔ To provide day to day assistance to the Building Surveying department, senior colleagues and the Partners when directed.
- ✔ To take instructions and guidance from all qualified members of the Building Surveying team, senior colleagues or the Partners when applicable.
- ✔ Provide assistance to other departments as and when the need arises.
- ✔ To assist with the development and maintenance of a strong client base specifically in building surveying matters, but also generally.
- ✔ To comply with the RICS membership regulations in so far as they apply to you in the capacity of a graduate building surveyor.
- ✔ To diligently handle all instructions and to maintain comprehensive records for all work undertaken.
- ✔ To diligently work towards membership of the RICS.

- ✔ To carry out / assist with the carrying out of day to day duties including:
  - a) To undertake measured surveys and production of drawings
  - b) To prepare specifications and tender documentation
  - c) To prepare and submit applications for consent to Local Authority planning and building control departments, fire officers, licensing justices, freeholders etc. as applicable
  - d) Condition surveys
  - e) Schedules of dilapidations
  - f) Principal designer role under the CDM Regulations
  - g) Party Wall Awards
  - h) Building surveys
  - i) Project Management / Co-ordination
  - j) Contract administration
  - k) Residential homebuyers reports and building surveys
  - l) To monitor the market place in respect of information technology / systems / software which may be of benefit to the practice and to advise accordingly
  
- ✔ To undertake where appropriate and attend networking events in relation to your area of practice.
  
- ✔ To arrange and attend Continuous Professional Development (CPD) in accordance with the RICS requirements.
  
- ✔ To submit expenses on a monthly basis.

## General Responsibilities and Activities

Undertaking work as directed in a diligent and responsible manner.

Graduate Building Surveyors are responsible both individually as well as collectively in developing and sustaining workload through regular departmental marketing activities.

## APC

To ensure diligent progress throughout the RICS APC process and achieving MRICS.

Work studiously towards the APC process, completing regular meeting and collation of necessary documents in a timely manner in accordance with the timetable agreed with the supervisor and counsellor.

To ensure that sufficient time is set aside outside the working week to allow for effective learning to complete the APC (approx. 15-20 hours per week)

To comply with the terms of the Training Contract for Graduate Trainee Surveyors.

## Contact inside and outside The Practice

### Contact inside The Practice

Partners, Associates, Senior Surveyors and Support Staff on a day to day basis – contact face to face, by telephone, email or by writing.

### Contact outside The Practice

To contact clients regularly either face to face, by telephone, email or letter.

Building contractors etc. and their staff, architects and surveyors – regularly to make contact either face to face, email, telephone or in writing by letter.

Solicitors – Occasionally face to face, by telephone, email or in writing by letter.

Local Authority Officers – to regularly meet face to face, by telephone, email or in writing by letter.

### Other Points

This is a challenging position requiring the person to be diligent with the tasks they are required to undertake.

The successful candidate will be expected to conduct themselves at all times in accordance with the RICS professional and ethical standards.