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**RESERVE FORCES AND CADETS ASSOCIATIONFOR EAST ANGLIA**

**JOB DESCRIPTION**

1. Appointment Details

 a. Job Title: Graduate Surveyor

 b. Job Grade: D

 c. Department: Estates

d. Reports to: Head of Estates Services

 e. Job Purpose:

Responsible to the Head of Estates Services (HES) for providing technical assistance on the implementation of building, mechanical, electrical and civil engineering and Facilities Management (FM) matters to achieve effective and value for money management for the Association’s properties.

PRINCIPAL AREAS OF ACCOUNTABILITY/TASKS AND DUTIES:

GENERAL:

1. The Association’s area of responsibility is East Anglia (Counties of Bedfordshire, Cambridgeshire, Essex, Hertfordshire, Norfolk and Suffolk) and the properties include Army Reserve Centres, Army Cadet Premises, Air Training Corps Premises. Properties, mainly within schools, occupied by the Combined Cadet Force and Careers Offices. The properties are managed and maintained in accordance with the building and financial policy laid down by the Defence Infrastructure Organisation on behalf of all customers, through the direction of the Director Volunteer Estates (DVE) CRFCA. The emphasis is on the planning, supervision and cost effective implementation of the maintenance programme, refurbishment and reprovision for all Association premises and land. Additionally there will be the planning and implementation of funded FM, both hard and soft.

2. Following training and induction the graduate surveyor will require an in-depth knowledge of JSP Scales (Reserves and Cadets), the DIO Output Specifications (OS) and the RFCA Service Specifications (SS) and Service Level Agreements (SLA).

PLANNING/BUDGETING

3. Assist with compilation and submission of Short Term Plans (STP) for capital Works and Property Management to meet the requirements of the Estates Planning Tool (EPT), following consultation with the Head of Estates Services (HES).

4. Assist with preparation of estimates of cost for all minor new works and maintenance services and establish priorities for such works in relation to financial limitations. Develop, with HES, the in-year (and future year’s) budgeted maintenance and FM programmes. Develop and maintain the Service Register (SR) and the Planned Maintenance Plan (PMP).

5. Assist with the development of long-term building programme and the Building Life Cycle Replacement (BLCR) plan, including acquisition of land and disposal of properties surplus to requirements.

IN-YEAR MANAGEMENT

6. Manage the delivery of the works services and FM programmes which have been agreed with the HES, in consultation with the customers.

7. Other than where consultants have been appointed, supervise all minor building, mechanical, electrical and civil engineering works on all sites and properties within the Association’s area of responsibility, to ensure satisfactory workmanship, materials and progress in accordance with current regulations. Deliver minor projects on time and in budget.

8. Carry out periodical internal and external inspections of all Association properties/interests across the regions and prepare reports thereon for repair and maintenance purposes. Update and/or amend annually the PMP, keep proper records and report of all such works as adjustment to the EPT.

9. Liaise with Fire Officers and other inspectors to ensure that all Statutory Fire

Safety, Health and Welfare Regulations are observed or implemented in all ACF buildings for which the Association is responsible.

10. Other than where consultants have been appointed, manage all drawings, specifications, schedules of work etc, for all minor new works and maintenance. Selecting suitable contractors to tender for such works and drawing up the necessary contract documentation.

11. Take due consideration of Construction, Design and Maintenance (CDM) requirements in all estates matters.

12. Obtain Planning Clearance, Building Regulations and other approvals for all minor new building works. Liaise locally with the Defence Infrastructure Organisation on land and accommodation matters as appropriate.

13. Brief architects and other nominated professional consultants on works service requirements and ensure that such requirements are properly met. Attend meetings with Consultants during the planning and construction stages.

14. Interpret Accommodation Scales in the preparation of justifications for works services.

15. Make measured/level surveys of buildings/sites and prepare drawings there from.

16. Apply tender procedures in accordance with the OS and OSS.

17. Obtain all planning consents and approvals and issue all notices to deliver the estate service required.

18. Approve invoices, certificates and fee accounts in accordance with delegated powers determined by the Association Management Board.

19. Organise and execute the annual works programme, keeping proper records of such works and monitor and plan associated expenditure.

20. Evaluate and authorise contractors invoice accounts.

21. Manage holdings of building and security stores.

SECONDARY DUTIES

22. Any other duties as directed by HES.

 PERSONAL

23. Qualification - Hold a construction related qualification of HND or similar OR:-

24. Experience - Have experience in a construction or maintenance role or experience of government estate work. Also have a strong sense of teamwork with proven organisational experience.

25. IT - Be IT literate in all Microsoft software e.g. Word, Excel, Outlook, PowerPoint and PM software. Be trained on in house management information system as required.

26. Health and Safety - Be aware that Health and Safety is the responsibility of all employees and ensure that the working area complies with statutory requirements in accordance with current H&S Legislation.